

# AL-MADINAH SCHOOL

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## PROSPECTUS

2019

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A Project of the Islamic Educational & Dawah Trust

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### Principal

**Asin Ali**

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# Message from the Principal

## *Welcome to Al-Madinah School!*

Assalaamu Alaikum Rahmatullahi wa Barakaatuh.

Thank you (Jazaakallahu khairan) for showing an interest in Al-Madinah School. This prospectus is designed primarily for new parents. It contains useful information, which will hopefully answer most of your queries.

Our School is a caring and friendly place where children can grow and learn in a secure, creative and friendly Islamic atmosphere. In this healthy and progressive environment staff, pupils, parents and governors get on well and work together as a team for best outcome for the institution.

We believe that an all-round education is important for the holistic development and we are determined to do our very best for every child in the school. Children have access to a high quality education, together with opportunities for creative, sporting and cultural activities. We have very close and active links with the school communities, other schools and various other organisations that support and guide everything we do, across the curriculum and beyond. School life, our discipline and our expectations (values) of all members of the school community, staff and pupils alike, is based on the practice of the teachings of prophet Mohammed (PBUH). This makes us distinctive and helps us to encourage a spiritual dimension to the life of all our pupils.

We provide education for children from years 0 to 13. Hence we cater for the needs of primary, intermediate and secondary aged students. With the completion of the new extension for the A Block and with the recent years of excellent NCEA results, we place ourselves as a school that provides the best of the education for all students. However, if you want to find out more, you are welcome to make an appointment and visit us. We look forward to meeting you!

The enrolment for 2019 is open and we advise parents and caregivers to make applications as soon as possible to avoid your child being kept on the waiting list.

With the increased IT facilities and provision of BYOD to all secondary students (Y7-13), the school is now positioned to provide online courses and satellite programs, which may be shared with other schools. This has given Al-Madinah a leading edge in the provision of curriculum in a wide range of subjects. The subject choices for the secondary school students, both in regular academic as well as Darul Uloom (Higher Islamic Studies).

Finally I look forward to 2019 onwards with trust in Allah Subhanahu wa Taála. It is only due to His Grace, kind Dua and support from you all that this school is prospering. I pray for Allah's help in our endeavours and His forgiveness for our shortcomings.

Wassalaam

Asin Ali  
**Principal**

# THE EDUCATIONAL PURPOSE AND GENERAL GOALS OF THE SCHOOL

## Vision Statement

Al-Madinah School is dedicated to all round achievement of students within a commitment to the mission of Islam and citizenship of Aotearoa New Zealand.

## Mission Statement

Al-Madinah aims to develop students spiritually stronger, intellectually sound, emotionally stable and physically fit to their full potential in an Islamic environment to ensure they are active, vibrant, life long learners, confident, caring and responsible NZ citizens.

The Islamic code of ethics is the basis for the school's daily life. Teaching and learning is carried out in the spirit of Islamic values and traditions of prophet Muhammed (PBUH) and his Companions.

## Objectives

- To promote the development of Islamic personality (Akhlaq).
- To provide a safe, caring and healthy environment within the school.
- To encourage the development of each student at his or her own pace and capability.
- To nurture and develop the individual for his or her role as khalifah of Allah Subhanahu wa Ta'ala, by catering for:

**Mind:**  
Knowledge and  
Mental & Intellectual  
Development

**Body:**  
Physical well-being  
and Health

**Ruh (soul):**  
Spiritual Growth  
and Training

## Values and Key Competencies – for both Staff and Students

- Develop in children the Key Competencies needed by everyone across a variety of life contexts:
  1. Thinking.
  2. Using language, symbols, and texts.
  3. Managing self.
  4. Relating to others.
  5. Participating and contributing.

**School based:** be solution oriented / problem solvers, forgiving and seeking forgiveness

- **Values to be encouraged, modelled and explored**

## MOE driven:

1. Excellence
2. Innovation
3. Inquiry
4. Curiosity
5. Diversity
6. Ecological Sustainability
7. Integrity
8. Respect themselves, others and Human Rights

**Special Character driven:** \*Qualities of Sahabah including 6 qualities promoted by dawah & tabligue work, honesty, respect, family, humanity and cleanness.

Students and staff are encouraged to live a Muslim way of life on the school campus and beyond.

# DESCRIPTION OF THE SCHOOLS COMMUNITY

Al-Madinah School is located close to Auckland International Airport, on the outskirts of Mangere. The school is twenty kilometres from the Auckland CBD and three kilometres from the Middlemore Hospital. The school is in close vicinity of SPCA headquarters, Airport Mosque, Mangere Mountains, Manukau harbour, a number of international hotels, a large number of different types of industries including the Mainfreight headquarters.

The school brings yet another culture to the already diverse community of Manukau, and is actively involved in networking with local schools and other agencies. Al-Madinah caters for students from many different ethnic backgrounds including Fiji Indians, Somalis, Iraqis, Palestinians, Syrians, Algerians, Pakistanis, Indians, Afghanis, Malaysians, Indonesians, Chinese, Japanese, Pacific Islanders, Maoris and New Zealand Pakeha.

The institution draws students from all parts of Auckland due to its special character. Students come from as far as Papakura in the south, Howick in the East, central city and Glendene in the northwest. The school tries to cater for the 60,000 multi-ethnic and multi-cultural Muslims of Auckland as well as non-Muslims in its locality.

## SCHOOL GOVERNANCE AND MANAGEMENT

### Board of Trustees

**Chairperson - Mohammed Sameem** Ph: 0211112786

### Principal

**Asin Ali** - MEdMgt, BA, Dip of Tch, NZCE, Cert of Cadetship. Ph:021675994/092755195x 701

### Senior Leadership Team (SLT)

**Gulshad Khan: AP – Primary School:** BEd, PGd Dip in Sch Mgt, Cert in R/Recovery and Dip in Ed

**Nazmeen Nisha Zaim: AP - Secondary School:** BA (Acc /Maths double major), PGd Cert in Education

**Amjad Ali: AP – Secondary School:** B.A. (Islamic Studies), Post Graduate in Dawah, Cert in Arabic, Dip in Teaching / technology, Post Graduate Diploma in Counselling and Certificate in Social Services.

**Shabina Ali:** MEdMgt, BA, PG Dip in EDU. Post Grad Cert in ED, Cert in TESSOL.

**Riakat Hussain:** BEd , PG Dip in TESSOL, Cert. in Train the Trainer, Teacher

**Roslin Azam:** B. Ed. (Primary) & Teaching Cert.

### Heads of Departments – Secondary School

**English:** **Shabina Ali:** MEdMgt, BA, PG Diploma ED. Post Grad Cert in ED, Cert in TESSOL

**ESOL:** **Veena Khan:** MA (Linguistics), MA (Eng Lit & Lang), BA, Dip of Edu, Dip of Tch.

**Mathematics:** **Shabina Nabijaan:** B.Sc, Secondary Teacher Training Certificate.

**Science (Acting):** **Shabina Nabijaan:** B.Sc, Secondary Teacher Training Certificate.

**Social Studies:** **Shabina Ali:** MEdMgt, BA, PG Dip in EDU. Post Grad Cert in ED, Cert in TESSOL.

**Arts:** **Riakat Hussain:** BEd , PG Dip in TESSOL, Cert. in Train the Trainer, Teacher Training Cert., Certificate in Reading Recovery.

**Religious Studies / Digital Technology:** **Sheikh Amjad Ali:** B.A. (Islamic Studies), Post Graduate in Dawah, Cert in Arabic, Dip in Teaching / technology, Dip in Counselling.

**PE&H/Sports:** **Intaz Hussain Shah:** BSC (Sport science), Adv Dip in Quality management, Dip in Edu (PE) & Dip in Multicraft.

**Technology:** **Subhan Hussain:** PG Dip Ed, B Ed, Dip Edu (Ind/Arts).

**Commerce:** **Nazmeen Nisha Zaim:** BA (Acc /Maths double major), PG Cert in Education.

## **Team Leaders – Primary/Intermediate School**

**Middle Primary (Yrs 3&4): Rehana Khan:** MEdL, B.Com.Grad Dip in Education, Cert in R/Recovery.

**Senior Primary (Yrs 5&6): Roslin Azam:** B. Ed. (Primary), Teaching Cert.

**Intermediate (Yrs 7/8): Riakat Hussain:** B.Ed. PG Diploma in TESSOL, Cert. in Train the Trainer, Teacher Training Cert., Certificate in Reading Recovery.

## **Other Teachers**

**Moveena K Rasheed:** B.Ed, PG Dip in Tessel, PG Dip in Counselling, Certificate in Social Services, Qur'aan, Arabic & Islamic studies.

**Subhan Khan:** B Ed (Maths) Dip in Educational Evaluation.

**Shafina Bi Mohammed:** BA, Certificate in Business Studies, Certificate in Teaching.

**Zakira Rasheed:** B. Ed (Primary).

**Zabina Khan:** Grad Dip Tch (Sec) and BA and Graduate Certificate of Education.

**Bibi Salmah:** Tchs Certificate, Bachelor of Arts and Graduate Cert in Educ & Postgraduate Dip in Education.

**Rukshana Jabeen Khan:** B. Ed Tch Honours, B. Ed (Tch Prim), Tchs Cert (NZQA-Dip in Tch Level 5).

**Deepa Singh:** Post Graduate Diploma in Teaching Secondary & BSc

**Qamar Sultana:** B.Ed, BSc, Certificate in Teacher Retraining, Certificate in Reading Recovery.

**Rehana Karim:** B. Ed. (Primary), Teaching Certificate.

**Mufida Khatoon:** B. Ed. (Primary), Teaching Certificate.

**Halima Taki:** B.Ed (Primary), Teaching Certificate and Certificate in Reading Recovery

**Zahida Ali:** B.Ed (Primary), Teaching Certificate.

**Rehana Sobhana Khan:** B. Ed (Primary), Dip in Primary Education & Certificate in Reading Recovery

**Raina J Majid:** B. Ed (Primary)

**Farzana Bano:** BSc (Bio/Chem), Grad Diploma in Primary/Secondary teaching.

**Robina Slaimankhel:** Bachelor of Education (Primary Teaching)

**Shazneen Zaim:** Bachelor of Health Science & Graduate Diploma in Teaching (Primary).

**Julekha Bibi:** Teachers Certificate & Bachelor of Education.

**Maulana Abu Bakr Bangi:** Alim Degree & Hafiz.

**Maulana Khalilahmed Nadat:** Alim Degree & Hafiz.

**Maulana Sarfaraz Ali:** Alim Degree. Teacher Training student of University of Auckland

**Rabia Patel:** Alima Degree.

**Hafiz Mohammad Hanif:** Quran Hafiz.

**Raadiyya Raashika Ali:** Alima

## **STUDENT SERVICES – SPECIAL RESPONSIBILITIES**

**NZQA-PN/Careers Advisor :** Nazmeen Nisha Zaim

**School Counsellors :** Sheikh Amjad Ali and Moveena Khanum Ali.

**Gateway/Star Coordinator :** Abdul Munaf Shah

**Secondary School Deans :** **Riakat Hussain** (Boys) and Shabina Ali (Girls)

**SENCO :** Rehana Khan (Primary) and Zabina Khan.

**Primary School Dean :** Roslin Azam

**Cool Schools Co-ordinator :** Zahida Ali

**Canteen Staff :** Nazrin Shainaz and Sajida Mehmood

## **School Office Staff**

**Syed Hanif:** M.Sc. Computer Science

**Shamina Khan:** Certificate in Secretarial Studies

## **Library/ Information Centre**

**Qamar Sultana:** BSc, B.Ed, Certificate in Teacher Retraining, Certificate in Reading Recovery.

**Nadia Leonova:** Dip (level 6) Lib & Info Studies. *Prof Lib Reg:* LIANZA (Lib Info Ass of NZ Aoteroa).

## Property

**Property / Health & Safety Coordinator: Intaz Hussain Shah:** BSC (Sport science), Adv Dip in Quality management, Dip in Edu (PE) & Dip in Multicraft.

**Caretaker: Shak Mohammed Tanwir Khan:** Level 3 Certificate in Plumbing & Carpentry (FNTC). Limited NZ Licence in Plumbing, Gas Fitting & Drain laying.

## Other Support Staff

**Mozima Nisha:** Primary Teachers Certificate.

**Farida Bi:** Primary Teachers Certificate.

**Lela Abdurrahman:** Form 5 School Certificate (Singapore).

**Salma Zikri:** UE & Form 7.

**Imrana Khan:** B.Com and Graduate Diploma Primary Teaching.

**Zenuba Sahib:** Certificate of Learning Support (MIT).

**Mohsin Khan:** Bachelor in Computer and Information Science (Network Security).

## SCHOOL

### **School Year 2019**

<b>Terms</b>	<b>Beginning Dates</b>	<b>Ending Dates</b>
Term-1	Wednesday 30 January	Friday 12 April
Term-2	Monday 29 April	Friday 5 July
Term-3	Monday 22 July	Friday 27 September
Term-4	Monday 14 October	Wednesday 10 December

**On Fridays, school will close for instruction at 2.30pm to allow for staff PLDs/meetings.**

## 2019 –HOLIDAYS

### **Additional Holidays during School Terms:**

Schools must be closed in 2019 on Saturdays and Sundays and on the following holidays:

- Waitangi Day                      Wednesday 6 February
- Good Friday                        Friday 19 April
- Easter Monday                     Monday 22 April
- Easter Tuesday                    Tuesday 23 April
- Queen’s Birthday                Monday 3 June
- Ramadhan starts: Monday 6 May (subject to sighting of moon)
- Eid ul Fitr                            05 June (date to be confirmed)
- Labour Weekend                 Monday 28 October
- Eid ul Adha                         12 August 2019 (date to be confirmed)

**Twice a year the school will be closed for instruction, during term times, in order to hold meetings with parents/caregivers and their child/children for reporting on students’ achievement.**

## **School Hours and Transport**

All parents/caregivers are requested to ensure their child/children arrive **ON TIME**. Children are to be at the school by no later than 8.20am and picked up from Monday to Thursday by no later than 3.45pm and on Friday by 2.30pm.

Most of the students at Al-Madinah School travel to school by cars/minibus. It is the parents’ responsibility to organise their transport to and from school.

## PERIOD TIMES 2019

Note: On Fridays school will close for students at 2.30pm followed by staff meetings and PDs.

### *Primary School*

08.10 – 08.20	Morning Fitness	10 mins
08.20 – 08.30	SSR	10 mins
08.30 – 09.45	Block 1	55 mins
09.45 – 10.05	Play/Lunch	20 mins
10.05 – 12.00	Block 2	115 mins
12.00 - 12:10	Supervised Lunch	10 mins
12.10 – 01.00	Play time	50 mins
01.00 – 01.40	Block 3	40 mins
01.40 – 02.00	Salah	20 mins
02.00 – 3.25	Block 4	85 mins

### *Secondary*

08.15 – 08.30	SSR	15 mins
08.30 – 09.20	Period 1	50 mins
09.20 – 10.10	Period 2	50 mins
10.10 – 10.30	Play/Lunch	20 mins
10.30 – 11.20	Period 3	50 mins
11.20 – 12.10	Period 4	50 mins
12.10 – 01.00	Period 5	50 mins
01.00 – 02.00	Lunch / Salah	60 mins
02.00 – 02.45	Period 6	45 mins
02.45 – 03.30	Period 7	45 mins

### **Absence from School & Late Arrivals**

In all cases, when a student is absent from school a note must be sent to school on the day the student returns, explaining the reason for the absence. The note must show the date and parent's signature. Unexplained or prolonged absences will be followed up.

For late arrivals secondary students must get a pass for lateness from the school office. This pass is to be showed to the class/subject teachers.

**Texts messages will be sent to parents /caregivers of those students who are absent from school and/or late to school. It is very important that parents/caregivers reply to the text.**

The attendance officer may become involved should a problem persist. Parents are kindly requested not to send their child / children to school if they are unwell.

### **Parents collecting their children before school finishes**

In all cases, parents or caregivers are requested to go to the office. Office staff will send a note informing the class teachers. Teachers are not allowed to release the student until they receive a note from the office or hear the announcement on the microphone. Parents/Caregivers must sign the sign out book.

### **Homework**

Homework is given to students on a regular basis. We believe that responsibility for ensuring the best possible education is shared between the school and the parents, and we ask for co-operation and assistance from parents to support their child's/children learning. The following are guidelines for parents:

- Parents are requested to monitor their children to ensure their homework is completed on time.
- A homework diary is part of stationery requirement for each student from Year-7 and up.





- Parents are asked to check and sign this diary regarding homework.
- Reading Books will be regularly sent home, particularly with younger students.
- Support your child's efforts with praise and encouragement.

## Mobile Phones and Electronic Devices

No mobile phones and other electronic devices are allowed in the school. However, under special circumstances permission from Assistant Principal may be granted to use these items at school. If students are caught bringing these items without permission it will be confiscated and may only be returned to parents/caregivers.

## UNIFORM

A high standard of dress and grooming is required at all times. No jewellery or cosmetics are to be worn. To ensure uniformity prevails, uniform and school scarves must be purchased from school. **Please note Primary means students from years 1 to 6 while Secondary means students from years 7 to 13.** Complete uniform sold at school. No outside stitched uniform will be accepted.

	PRIMARY	SECONDARY
Boys'	<p><b>Regular Uniform</b></p> <ul style="list-style-type: none"> <li>• Grey Tunic and grey pants.</li> <li>• White Topee.</li> <li>• Plain black beanie for winter only.</li> </ul> <p><b>Sports Uniform</b></p> <ul style="list-style-type: none"> <li>• White T-Shirt with school logo.</li> <li>• Navy/White Track Pants.</li> <li>• Running shoes Black/White.</li> </ul> <p><b>Shoes</b></p> <ul style="list-style-type: none"> <li>• Black school shoes (preferably with Velcro not laces).</li> <li>• Plain black socks.</li> </ul> <p><b>Black Acrylic Jumper / Navy Jackets (must be worn during 2<sup>nd</sup> &amp; 3<sup>rd</sup> term).</b></p>	<p><b>Regular Uniform</b></p> <ul style="list-style-type: none"> <li>• White Tunic with logo.</li> <li>• Black Pants available at AMS.</li> </ul>  <ul style="list-style-type: none"> <li>• White Topee.</li> </ul> <p><b>Sports Uniform</b></p> <ul style="list-style-type: none"> <li>• Green/White T-Shirt with school logo.</li> <li>• Green/White pants (¾ or long).</li> <li>• Running shoes Black/White.</li> </ul> <p><b>Shoes:</b></p> <p><b>Viren school shoes</b></p> <ul style="list-style-type: none"> <li>• Black school shoes.</li> <li>• Plain black socks.</li> </ul>  <p><b>Black Acrylic Jumper (Yrs 7-10)</b> <b>Black blazer (Yrs11 -13)</b></p>
Girls'	<p><b>Regular Uniform</b></p> <ul style="list-style-type: none"> <li>• Navy Tunic and navy pants.</li> <li>• White scarf.</li> </ul> <p><b>Sports Uniform</b></p> <ul style="list-style-type: none"> <li>• Navy /White tunic.</li> <li>• Navy/White Pants.</li> <li>• Running shoes- black or white.</li> </ul> <p><b>Shoes</b></p> <ul style="list-style-type: none"> <li>• Black school shoes (preferably with Velcro not laces).</li> <li>• Plain Black socks.</li> </ul> <p><b>Black Acrylic jumper.</b></p>	<p><b>Regular uniform</b></p> <ul style="list-style-type: none"> <li>• Black abaya with black pants.</li> <li>• White scarf.</li> </ul> <p><b>Sports uniform</b></p> <ul style="list-style-type: none"> <li>• Navy/White tunic.</li> <li>• Navy/White pants.</li> <li>• Running Shoes – black or white.</li> </ul> <p><b>Shoes</b></p> <ul style="list-style-type: none"> <li>• Black school shoes.</li> <li>• Plain black socks.</li> </ul> <p><b>Green Woolen Sweater (Yrs 7 – 10).</b> <b>Green Blazer (Yrs 11 – 13).</b></p>

**N.B.** Boys must wear their topees at all times while in uniform, except during Sports and P.E. classes. Fancy haircuts and gel are not allowed under any circumstances.

Girls will wear their scarves correctly at all times. This means in such a way that no hair is visible. Long hair must be tied up so it does not hang below the scarf.

Parents are responsible for seeing that uniform regulations are adhered to. A note must accompany any genuine breaches of school uniform requirements. However, should a student fail to wear correct uniform and bring a note from the parents, the School Dean will take appropriate action.

**NB. Parents are to ensure that all items of clothing are clearly named and no jeans, jewellery, or nail polish are allowed.**

## **SCHOOL DISCIPLINE**

### **Classroom Rules**

- ◆ Follow teacher's instructions right away.
- ◆ Put your hand up to speak and take turns when speaking.
- ◆ Keep your hands, feet objects and smart remarks to yourself.
- ◆ Listen to the speaker.
- ◆ Use classroom voices.

### **Rewards to be used**

- ◆ Immediate Feedback and Feed Forward on SLO.
- ◆ Verbal Praise.
- ◆ Certificates from class Teacher.
- ◆ Certificates in School Assemblies.
- ◆ Group Points.
- ◆ Cheer Charts.
- ◆ Class Points.
- ◆ Sent to AP/Principal.

### **Consequences for Incorrect Behaviour**

1. Discuss with teacher right away or at play or lunch time.
2. Reflect on class rules.
3. Go for lunch time detention.  
(Repeated misbehaviours will be mentioned to parents by CT).
4. Refer to Dean. Parents contacted.
5. Meeting with AP.
6. Student referred to Principal. Please note that depending on the Principal's discretion, students may be stood down or suspended.

### **Behaviour at School**

Major Offences include:

- Stealing.
- Repeated lying.
- Degrading/bullying (physical/text/verbal/written) others.
- Truancy.
- Continuous wearing of wrong uniform/shoes/wrong hairstyle.
- Swearing or using any other abusive/foul language.
- Bringing prohibited items to school including unaccepted magazines, electronic devices and weapons.
- Being violent or hurting someone.
- Damaging school property.

- Going out of school boundaries without permission.
- Minor offences repeated more than three times.

## **Guidelines for dealing with Major Offences:**

### **Chance One:**

Talk to student/students concerned on the expected behaviour.  
Ask the student to explain the school rules concerning the offence.  
Discuss with the student the Islamic Code of Behaviour concerning the rule broken.

**Chance Two:** Lunch time detention.

**Chance Three:** Lunch time detention / Dean to follow.

**Chance Four:** AP takes over.

**Chance Five:** Student referred to the Principal for further actions.

**FAST TRACK:** In case of major offences where students/teachers are put in danger.

**The student/students concerned will begin with chance four onwards.**

### **Guidelines for After School Detention**

**Purpose:** For students who need to make up time.  
For students who infringe school rules.

**Referral:** To be used as a more serious consequence for students than a lunchtime detention.  
Only the APs or P can place students on an after school detention.

### **Operation: The Dean and the AP to put students on after school detentions**

- Students are placed on after school detention and their parents are informed in advance in writing.
- Where the detention is to make up class work then the appropriate staff member will be approached to provide work.
- Students who are on this detention for a school rule infringement may be asked to work during this time.

## **Parent / Teacher Contact**

Every effort is made to keep parents informed of the work, progress and activities of their children through:

1. Parent – Teacher interviews to present school reports.  
**(During the school term, twice a year school will be closed for instruction in order to hold meetings for reporting on students' achievement).**
2. Regular Newsletters.
3. Literacy / Numeracy Evenings held once a term.

The particular adherence to Islamic codes of conduct and etiquette's of segregation is not meant to obstruct contact between staff and parents. Inshaallah, with mutual respect and understanding, any queries by parents will be easily dealt with.

Students are not permitted to use the school telephones without permission. Any queries from parents are welcomed; however, calls are not connected to students. A message should be left and will be handled by the office staff who will liaise with APs.

## **ICT Safety Policy**

Parents/caregivers and students must read the ICT Safety Policy Agreement and sign it in order to support the school's ICT Safety programme.

## **School Lunches**

The School Canteen provides healthy lunches to the students. Lunches can be ordered daily through the classroom teachers by 8.45am. Menu will be made available.

## **Dental Treatment**

Each year the dental therapist will check students from years 1 to 8. Should any child require treatment, the therapist will contact the parents. If parents have concerns, they will need to make an appointment with the dental therapist. Parents will be responsible to take their child/children to the Southern Cross Dental Clinic.

Students from Year-9 to Year-13 are not checked in school. Therefore, they are requested to contact the Southern Dental Clinic for their check-up or they could find another dentist on their own that is near to them. The service is free until the age of 18. The school dental therapist phone number is 09-4427208 and they are at 225 Buckland Road, Mangere.

## **Stationery**

A stationery list is issued at the end of the each year and at the beginning of the following year and it is readily available at the school office and on the school website ([www.al-madinah.school.nz](http://www.al-madinah.school.nz)). Parents are asked to buy the stationery from outside. However, very basic stationery can be purchased from the school during the school hours.

## **School Fees (Attendance Dues plus the Activity Fee)**

School Attendance Dues and School Fees are \$300 a year per student. There are two components included in the charge:

1. Attendance Dues are set at \$246 per year (\$61.50 per term) for each student. This is compulsory and the payment is a condition of enrolment. **This sum may be paid in advance or by direct debit to the proprietor and is used for capital works.**
2. A school activity fee of \$54 per year is set for each student. This fee covers items such as school prizes and certificates, subscriptions and additional library books. **Note: - After the third child, subsequent children from the same family are free. Each year the full annual fees must be paid by the end of Term 2.**

**School fees for an international (FFP) student = \$NZ12,500.00 per annum and students recruited through agents must pay \$15,000.00. School fees for an international (Darul Uloom) Student = \$NZ5000.00 per annum**

# **CURRICULUM MANAGEMENT**

## **Curriculum Choices for Yrs 1 – 10 Students**

- **Cover the eight learning areas as prescribed in the NZ National Curriculum**
  - \* English \* Mathematics & Statistics \* Science \* The Arts \* Technology
  - \* Social Studies \* Health & Physical Education \* Learning Languages
- **Develop in children the Key Competencies needed by everyone across a variety of life contexts:** \* Thinking \* Using language, symbols, and texts \* Managing self
  - \* Relating to others \* Participating and contributing
- **Values to be encouraged, modelled and explored**  
**MOE driven:** \* Excellence \* Innovation \* Inquiry \* Curiosity \* Diversity  
\*Ecological Sustainability \*Integrity \* Respect themselves, others and Human Rights

**Special Character driven:** \*Qualities of Sahabah including 6 qualities promoted by Dawah & Tabligue work, kindness, honesty, respect, forgiving and seeking forgiveness, family, humanity and cleanness.

- Students and staff are encouraged to live a Muslim life on the school campus and beyond.

## **Curriculum Choices in the Secondary School (Years 7 to 13)**

- Specialist subject teachers deliver the curriculum.
- The timetable is based on a secondary model of seven periods a day.
- As students progress through the year levels they have more choices in the subjects they are able to choose.
- Some subjects are offered through the Correspondence School.
- Students should keep in mind when making subject choices that a wide range of subjects is desired so as not to restrict career options later on.

## **Entry to Years 11, 12 & 13**

### **Year 11 – NCEA Level 1**

Compulsory Subjects: English, Mathematics, Science, Quran, Islamiat, Arabic, Careers and Sports.

Plus TWO of the subject choices from the list of subjects offered included in the secondary school course information booklet. Unit Standards are also offered for some of the subjects in appendix 1. Courses towards National Certificate in Employment Skills will also be offered.

### **Course Entry Requirements for Year 11**

Entry to Year 11 depends on the applicants' Academic Record. A satisfactory result in Year 10 will qualify a student to enter Year 11.

### **Entry to Year 12 (NCEA level 2)**

Students who have attained NCEA Level 1 Certificate will qualify for NCEA Level 2.

### **Compulsory Subjects**

English, Quran, Islamiat, Arabic, Careers and Sports.

### **Option Subjects**

Students can choose four options from the subject list given in the appendix.

You will be allowed to take a particular subject depending on pre-requisite requirements given in the student course information booklet or on approval from HOD.

### **NCEA Level 3 – Year 13**

Students who have attained NCEA Level 2 certificate will qualify for entry into NCEA Level 3 courses.

### **Compulsory Subjects**

Quran, Islamiat, Arabic, Careers and Sports.

**Darul Uloom Course** : this will be offered to NCEA students.

### **Option Subjects**

Students can choose five options from the subject list given in the appendix.

You will be allowed to take a particular subject depending on pre-requisite requirements given in the student course information booklet or on approval from HOD.

# **ENROLMENT PROCEDURES & REQUIREMENTS**

## **Local Students**

All local students who have either permanent residence or NZ citizenship or have parents who hold NZ work permit, or are from Australia are counted as local students.

While applying for admission, parents and caregivers must read the school prospectus and make themselves familiar with the school rules. As part of conditions of enrolment, please complete the following forms:

1. Application for Admission Form
2. Students agreement - Acceptable use of ICT Assets.
3. Parents/caregivers - Agreement on ICT Safety Policy.
4. Contract of Enrolment.
5. Student Health Record.
6. Dental Form.
7. Library enrolment form.

## **International Students (Foreign Fees Paying Students)**

In addition to information provided in this prospectus, for enrolment of international students please also refer to the **International Students Handbook**. For more details contact the Principal on [principal@al-madinah.school.nz](mailto:principal@al-madinah.school.nz)

While applying for admission, parents and caregivers must read the school prospectus and make themselves familiar with the school rules. As part of conditions of enrolment, please complete the following forms:

1. Application for enrolment at Al-Madinah School.
2. Parent/Designated Caregiver & Students' agreement and guarantee.
3. Statement of designated caregiver arrangements.
4. Students agreement - Acceptable use of ICT Assets.
5. Parents/caregivers - Agreement on ICT Safety Policy.
6. Contract of Enrolment.
7. Student Health Record.
8. Dental Form.
9. Library enrolment form.

## 2018 - Subjects offered to Years 7 to 13 Students

Subject	Year7/8	Year 9	Year 10	Year 11	Year 12	Year 13
Al-Qur'an	✓	✓	✓	✓	✓	✓
Religious Studies	✓	✓	✓	✓	✓	✓
Arabic	✓	✓	✓	✓	✓	✓
Urdu	✓	✓	✓	✓	✓	✓
English	✓	✓	✓	✓	✓	✓
Mathematics	✓	✓	✓	✓	✓	✓
Mathematics with Calculus / Statistics						✓
Science	✓	✓	✓	✓		
Biology				✓	✓	✓
Chemistry				✓	✓	✓
Physics				✓	✓	✓
Social Studies	✓	✓	✓	✓	✓	✓
PE, Health and Sports	✓	✓	✓	✓	✓	✓
Technology	✓	✓	✓	✓	✓	✓
The Arts	✓	✓	✓	✓	✓	✓
Design and Visual Communication			✓	✓	✓	✓
Workshop Technology				✓	✓	✓
Accounting				✓	✓	✓
Business Studies					✓	✓
Economics				✓	✓	✓
History				✓	✓	✓
Geography				✓	✓	✓
Home Economics				✓	✓	✓
Digital Technology			✓	✓	✓	✓
Financial Literacy		✓	✓			
Early Childhood Education					✓	✓
Travel and Tourism					✓	✓
Legal Studies					✓	✓
Carpentry						✓
Sports Leadership					✓	✓

## 2018 - Darul Uloom Subjects

Subject	Year 1 11A	Year 2 11B	Year 3 12A	Year 4 12B	Year 5 13A	Year 6 13B
Qur'aan	✓	✓	✓	✓	✓	✓
Arabic Language	✓	✓	✓	✓	✓	✓
Urdu Language	✓	✓				
Aqeedah	✓	✓	✓	✓	✓	✓
Usool Fiqh		✓	✓	✓		
Mustahal Hadith		✓	✓	✓		
Principles of Tafseer		✓	✓			
Fiqh-Jurisprudence	✓	✓	✓	✓	✓	✓
Hadith	✓	✓	✓	✓	✓	✓
Tafseer	✓	✓	✓	✓	✓	✓
Biography of Prophet		✓	✓	✓		
Faraa'id – Inheritance				✓	✓	
Modern Science					✓	✓
History			✓	✓	✓	
Sehah Sitta (Books of Hadith)	✓	✓	✓	✓	✓	✓
Fatawah					✓	✓
Practical – Khutbah, Imamat, Oratory	✓	✓	✓	✓	✓	✓

# Al-Madinah School

P. O. Box 43-246, Mangere, Auckland

## Application for Admission Form (Local Students only)

### Student Details

Last Name ..... First Name .....

Date of Birth ..... Age last Birthday ..... Country of Birth .....

If not born in NZ, give date of arrival to NZ ...../...../..... Male ..... Female ....

Proposed date of entry to Al-Madinah School: ..... Year Level: .....

Name of last school/kindergarten .....

Address .....

Phone ..... Fax .....

Names of sisters/brothers already attending Al – Madinah School.

Names..... Year level.....

.....

.....

Immigration Status: 1. Citizen  2. Permanent Residence  3. Student Permit/Parents work Visa

4. Tourist Visa  5. Other Visa

### Parents/Guardians Details

Last Name..... First Name.....

Address.....

Phone..... Fax: .....

Email Address:.....

### Alternative Contacts

Last Name.....First Name.....

Address.....

.....

Relationship to Child..... Phone.....

### Declaration

I understand that the decision to accept any student at Al–Madinah School is at the discretion of the Board of Trustees. I give my full assurance that I will pay the school fees in full, support the school and its special character and ensure that all the by-laws of Al-Madinah School are abided by the child whose application is being made. Furthermore I am aware that if fees are not paid in full on a timely manner than my child/children may be de-enrolled and the outstanding attendance dues will be handed to the debt collectors and **the collection cost will be recovered by the debt collectors from me.** I am also aware that the address and phone number details of my child/children are collected at the time of enrolment and during their time at school so that the school can contact the parent or student as necessary. These contact details may also be passed on to the **Ministry of Education and the Ministry of Social Development (MSD)**. This is so, that young people who may have difficulty finding future employment; training or further education can be identified and offered support by organisations contracted by MSD to help re-engage young people in education or training when they leave school. In addition to the above I also give excursion permission for my child to participate in EOTC ((Education Outside the Classroom) day trips throughout the year which includes cultural activities, religious, sporting, academic and curriculum related trips.

Signature of parent or guardian..... Date...../...../.....

### FOR OFFICIAL USE ONLY:

Action Taken: 1. Wait Listed  2. Accepted  3. Rejected  4. Letter Sent

Verification of DOB and Residence Status: 1. Passport  2. Birth Certificate

Comment \_\_\_\_\_