

AL-MADINAH SCHOOL

(Te Wharekura o Al-Madinah)

SCHOOL

PROSPECTUS

A Project of the Islamic Educational & Dawah Trust

Principal

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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 to ensure both new and existing parents familiarise themselves with the expectation the school has from them and their child/children. Hence, 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 2020 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) for 2020 are on page 15 of this prospectus.

Finally I look forward to 2020 and beyond 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 AL-MADINAH SCHOOL 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 and freight-logistics operation.

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 mainly for Muslim students from many different ethnic backgrounds including Fiji Indians, Somali, Iraqis, Palestinians, Syrians, Algerians, Pakistanis, Indians, Afghans, Russian and other surrounding states, Malaysians, Indonesians, Chinese, Japanese, Pacific Islanders, Maori 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/Ranui in the northwest. The school tries to cater for the 80,000 multi-ethnic and multi-cultural Muslims of Auckland as well as non-Muslims in its locality.

SCHOOL GOVERNANCE AND MANAGEMENT

School Governance

The school is usually governed by a Board of Trustees but at present governance is in the hands of a Commissioner appointed by the Ministry.

School Commissioner: Bruce Adin (QSO): Phone: 0275257538. Email:bruce.w.adin@gmail.com

School Management

Principal : Asin Ali - MEdMgt, BA, PG Certificate in Applied Practice (Digital and Collaborative Learning), Diploma of Teaching, NZCE, Certificate of Cadetship.

Senior Leadership Team (SLT)

Gulshad Khan: AP – Primary School: BEd, PGd Dip in Sch Mgt, PG Certificate in Applied Practice (Digital and Collaborative Learning), Cert in R/Recovery and Dip in Ed

Nazmeen Nisha Zaim: AP - Secondary School: BA (Acc /Maths double major), PG Certificate in Applied Practice (Digital and Collaborative Learning), PG Cert in Education

Amjad Ali: AP – Secondary School: B.A. (Islamic Studies), PG Certificate in Applied Practice (Digital and Collaborative Learning), 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 Certificate in Applied Practice (Digital and Collaborative Learning), 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), PG Certificate in Applied Practice (Digital and Collaborative Learning) & Tch Cert.

Heads of Departments (Secondary School)

English/Social Studies: Shabina Ali: MEdMgt, PG Certificate in Applied Practice (Digital and Collaborative Learning), BA, PG Diploma ED. Post Grad Cert in ED and Cert in TESSOL

ESOL: Veena Khan: MA (Linguistics), MA (Eng Lit & Lang), BA, PG Certificate in Applied Practice (Digital and Collaborative Learning) and Dip of Edu, Dip of Tch.

Science/Mathematics: Shabina Nabijaan: B.Sc, PG Certificate in Applied Practice (Digital and Collaborative Learning) and Secondary Teacher Training Certificate.

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

Religious Studies / Digital Technology: Sheikh Amjad Ali: B.A. (Islamic Studies), Post Graduate in Dawah, PG Certificate in Applied Practice (Digital and Collaborative Learning), Cert in Arabic, Dip in Teaching / technology and Dip in Counselling.

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

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

Commerce: Nazmeen Nisha Zaim: BA (Acc /Maths double major), PG Certificate in Applied Practice (Digital and Collaborative Learning) and PG Cert in Education.

Team Leaders – Primary/Intermediate School

Junior Primary (Yrs 1&2): Shazneen Zaim: BHSc, Graduate Dip in Prim Tch, PG Certificate in Applied Practice (Digital and Collaborative Learning) and Certificate in Tikanga Maori.

Middle Primary (Yrs 3&4): Rehana Khan: MEdL, B.Com. PG Certificate in Applied Practice (Digital and Collaborative Learning), Grad Dip in Education and Cert in R/Recovery.

Senior Primary (Yrs 5&6): Roslin Azam: B. Ed. (Primary), PG Certificate in Applied Practice (Digital and Collaborative Learning) and Teaching Cert.

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

Other Teachers

Moveena K Rasheed: B.Ed, PG Dip in Tessel, PG Certificate in Applied Practice (Digital and Collaborative Learning), PG Dip in Counselling, **Diploma in Counselling**, Certificate in Social Services, Qur'aan, Arabic & Islamic studies.

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

Shafina Bi Mohammed: BA, PG Certificate in Applied Practice (Digital and Collaborative Learning), Certificate in Business Studies and Certificate in Teaching.

Muhammed Tabrez Khan: Postgraduate Diploma – BIOLOGY and PG Certificate in Applied Practice (Digital and Collaborative Learning), G Dip Tch (Sec), TER, BSc (BIO&CHEM), NZF Youth Level 1 Coaching Award and Secondary Teacher Training Certificate.

Sarah Landi: BEd (Tchng) Honours (1st class) , PG Certificate in Applied Practice (Digital and Collaborative Learning) and BEd (Tch).

Zakira Rasheed: B. Ed (Primary) and PG Certificate in Applied Practice (Digital and Collaborative Learning).

Zabina Khan: Grad Dip Tch (Sec) and BA, PG Certificate in Applied Practice (Digital and Collaborative Learning) and Graduate Certificate of Education.

Asraf Ali (Bachelor of Arts, PG Certificate in Applied Practice (Digital and Collaborative Learning), Graduate Cert in Education and Postgraduate Dip in Education)

Bibi Salmah: Master of Education, PG Certificate in Applied Practice (Digital and Collaborative Learning), BA, Graduate Certificate in Education, PG Diploma in Education and Teachers Certificate.

Rukshana Jabeen Khan: BEd Tch Honours (2nd Class Honours 1st Div), PG Certificate in Applied Practice (Digital and Collaborative Learning), BEd Tch and Dip in Tch L5 (Tch Cert).

Deepa Singh: Post Graduate Diploma in Teaching Secondary, PG Certificate in Applied Practice (Digital and Collaborative Learning), & BSc

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

Rehana Karim: B. Ed. (Primary), PG Certificate in Applied Practice (Digital and Collaborative Learning) and Teaching Certificate.

Mufida Khatun: B. Ed. (Primary), PG Certificate in Applied Practice (Digital and Collaborative Learning) and Teaching Certificate.

Halima Taki: B.Ed (Primary), PG Certificate in Applied Practice (Digital and Collaborative Learning) and Teaching Certificate and Certificate in Reading Recovery

Zahida Ali: B.Ed (Primary), PG Certificate in Applied Practice (Digital and Collaborative Learning) and Teaching Certificate.

Rehana Sobhana Khan: B. Ed (Primary), PG Certificate in Applied Practice (Digital and Collaborative Learning), Dip in Primary Education and Certificate in Reading Recovery

Raina Jane Majid: B. Ed (Primary) PG Certificate in Applied Practice (Digital and Collaborative Learning),

Farzana Bano: BSc (Bio/Chem), PG Certificate in Applied Practice (Digital and Collaborative Learning). Graduate Dip in Secondary Teaching: (Biology and Chemistry) and Graduate Diploma in Primary Teaching

Robina Slaimankhel: Bachelor of Education (Primary Teaching) and PG Certificate in Applied Practice (Digital and Collaborative Learning).

Shazneen Zaim: Bachelor of Health Science, PG Certificate in Applied Practice (Digital and Collaborative Learning) and Graduate Diploma in Teaching (Primary).

Hafsa Liakat: BEd (Primary), PG Certificate in Applied Practice (Digital and Collaborative Learning) and Certificate in Reading Recovery.

Syeda Shagufta Naz: Post Grad teachers Diploma in Education and BSc.

Julekha Bibi: BEd, PG Certificate in Applied Practice (Digital and Collaborative Learning) and Teachers Certificate.

Maulana Abu Bakr Bangi: Alim Degree & Hafiz.

Maulana Khalilahmed Nadat: Alim Degree & Hafiz.

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

Hafiz Mohammad Hanif: Quran Hafiz.

Raadiyya Raashika Ali: Alima Degree.

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).

SESCO : Rehana Khan (Primary) and Zabina Khan (Secondary).

Primary School Dean : Roslin Azam.

Cool Schools Co-ordinator : Zahida Ali.

Canteen Staff : Sajida Mehmood and Nazrin Ali.

School Office Staff

Executive Officer: Farook Ali: Diploma in Business Studies.

Shabana Nazmeen Hussein: Dip in Bus Studies (MIT), Dip in Management (NZIM) & L4 Cert in ECE(MIT).

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.

Zenuba Sahib: Certificate of Learning Support (MIT).

Mohsin Khan: Bachelor in Computer and Information Science (Network Security) and PG Certificate in Applied Practice (Digital and Collaborative Learning).

Shazima Sazleen Bano: Certificate in Information Technology & Aged Care Certificate.

Nazia Ali: Form 6 Certificate and Certificate in Basic Computer Knowledge.

Naseeba Aleem: Certificate in Learning Support (inclusive education)

2020 School Year

Terms	Beginning Dates	Ending Dates
Term-1	Friday 31 January	Thursday 9 April
Term-2	Tuesday 28 April	Friday 3 July
Term-3	Monday 20 July	Friday 25 September
Term-4	Monday 12 October	Monday 14 December

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

2020 –HOLIDAYS

Additional Holidays during School Terms:

Schools must be closed in 2020 on Saturdays and Sundays and on the following holidays:

- Waitangi Day Thursday 6 February
- Good Friday 10 April
- Easter Monday 13 April
- Anzac Day Saturday 25 April or Monday 27 April
- Queen’s Birthday Monday 1 June
- Ramadhan starts: Friday 24 April (subject to sighting of moon)
- Eid ul Fitr 16 May (date to be confirmed)
- Labour Weekend Monday 26 October
- Eid ul Adha 30 July 2020 (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.

It expected that ALL students are dropped and picked up from the Westney Road. Parents and caregivers are not allowed to drive into the school carpark. However, children can be dropped and picked up from the new carpark which on the land next to our school.

PERIOD TIMES

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 – 08.35	SSR, Dua & Form Tch Time	10 mins
08.35 – 09.45	Block 1	75 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 – 08.35	SSR, Dua & Form Tch Time	15 mins
08.35 – 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 ALL STUDENTS must report to the school office and get late pass which is to be given to the class teachers. **Continuous late arrivals will lead to after school detention.**

Texts messages will be sent home 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. Unless the child/children are sick, parent or caregivers are expected to bring appointment notes. Office staff will send a note informing the class teachers who 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 not approach classrooms directly and must sign out.

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

“PERMISSION FOR USE”:

Students are discouraged from bringing cell phones to Al-Madinah School. Recent international research along with feedback from staff and students clearly indicates that cell phones at school are a major distraction for our students. Our policy is designed to ensure that the learning of all students is maximised, while minimising any potential for distraction.

If students choose to bring a cell phone, it must be switched to ‘silent’ and on a no ‘show policy’. This ensures that the phone is not a distraction to students or teachers during classes.

[At the discretion of the teacher, students may be allowed to access their phone for a defined period of time for such things as: using the camera, undertaking a Kahoot, using other functions such as the stopwatch or calculator, etc.]

In an emergency, parents should contact the main office who will quickly convey a message to students. Students falling ill during a day must report to the health centre, who will contact parents.

“INAPPROPRIATE USE”

Students breaching this policy will be dealt with as per the behavioural guidelines.

Inappropriate use of a cell phone could, but not exclusively, involve:

- Failing to hand in the cell phone at the start of a class
- Any sort of bullying, including texting
- Taking photos or videos of students or staff without their permission
- Accessing social media sites during class
- Producing disrespectful messages to or about staff or other students
- Forwarding or storing photos or videos taken illegally (as above)
- Mobile phones will not be confiscated except in circumstances where a member of staff considers the device to be a harmful or disruptive influence.

For repeated breaches, the student may lose the privilege of having a phone at school for a period of ten weeks.

RESPONSIBILITY FOR CELL PHONES AND OTHER DEVICES

Please note, if students do make the decision to bring a cell phone, a media device or any other personal items to the School, they do so at their own risk. This includes when the device is handed in at the start of class. Al-Madinah School is not responsible for any loss or damage caused to any cell phone.

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>Regular Uniform</p> <ul style="list-style-type: none"> • Grey Tunic and grey pants. • White Topee. • Plain black beanie for winter only. <p>Sports Uniform</p> <ul style="list-style-type: none"> • White T-Shirt with school logo. • Navy/White Track Pants. • Running shoes Black/White. <p>Shoes</p> <ul style="list-style-type: none"> • Black school shoes (preferably 	<p>Regular Uniform</p> <ul style="list-style-type: none"> • White Tunic with logo. • Black Pants available at AMS.  <ul style="list-style-type: none"> • White Topee. <p>Sports Uniform</p> <ul style="list-style-type: none"> • Green/White T-Shirt with school logo. • Green/White pants (¾ or long). • Running shoes Black/White.

	<p>with Velcro not laces).</p> <ul style="list-style-type: none"> • Plain black socks. 	<p>Shoes:</p> <p>School shoes</p> <ul style="list-style-type: none"> • Black school shoes. • Plain black socks. <p>Black Acrylic Jumper (Yrs 7-10)</p> 
Girls'	<p>Regular Uniform</p> <ul style="list-style-type: none"> • Navy Tunic and navy pants. • White scarf. <p>Sports Uniform</p> <ul style="list-style-type: none"> • Navy /White tunic. • Navy/White Pants. • Running shoes- black or white. <p>Black Acrylic jumper. Black Acrylic Jumper / Navy Jackets (must be worn during 2nd & 3rd term).</p>	<p>Regular uniform</p> <ul style="list-style-type: none"> • Black abaya with black pants. • White scarf. <p>Sports uniform</p> <ul style="list-style-type: none"> • Navy/White tunic. • Navy/White pants. • Running Shoes – black or white. <p>Green Woolen Sweater (Yrs 7 – 10). Green Blazer (Yrs 11 – 13). Black blazer (Yrs11 -13)</p>

N.B. Boys must wear their topi 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.

Note:

1. Parents are to ensure that all items of clothing are clearly named and no jeans, jewellery, or nail polish are allowed.
2. Uniforms can only be purchased Monday to Thursday from 3.30pm to 4.15pm.

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: TO BE DEALT BY TEACHER CONCERNED AND ONE STAFF FROM THE MANAGEMENT AND/OR ONE FROM DISCIPLINE AREA:

All major offences will be documented in the discipline book showing: date, type of offence, action taken and the names of offenders.

Major offences include:

- *Repeated/several minor offences.*
- *Stealing.*
- *Repeated lying and bullying of any kind as mentioned in minor offences.*
- *Continuous use of foul language.*
- *Unaccepted items at school: including and not limited to adult/pornographic magazines, mobile phones and weapons of any kind.*
- *Truancy and late to school.*
- *Chewing gums.*
- *Swearing or using any other abusive language.*
- *Bringing prohibited items (substance abuse) to school including and not limited to regular/electronic smokes, drugs, shisha.*
- *Being violent or hurting someone.*
- *Promoting and or being involved in gangs or gang type activities.*
- *Damaging or vandalism of school property.*
- *Out of school boundaries (out of school) without permission.*

Following steps are to be taken while dealing with major Offences:

Chance One: Talk to student/s concerned.

Ask the student to explain the school rules concerning the offence.

Ask the student/students to write down the Islamic Code of Behaviour concerning the rule broken. Writing to be done at playtime or lunchtime in the school organised and supervised by members of staff.

Positive reinforcement book to be made at this stage by the teacher for the student concerned.

Student may be put on lunch time detention.

Chance Two: Letter is sent home or parent is telephoned with regard to the offence.

Students are also required to write a letter explaining why the rule has been broken the second time and copy down the school rule and Islamic code of behaviour.

To be done at lunchtime.

Chance Three: Student's/Students' parent/parents are called in to a meeting with the teacher concerned and a member of management/discipline team. Possible guidance/counselling. Discussion as to why and what could be done to prevent future happenings. Principal is informed.

Chance Four: Principal takes over. Student's/ Students' parent/parents are called. Stand-down option considered. Consequences of further unacceptable behaviour to be explained to parents.

Chance Five: Rule broken fifth time the child will be sent to the Principal. Stand-down /Suspension / Expulsion considered.

FAST TRACK: In case of major offences where students/teachers are put in danger, the student/students concerned will begin with chance four or five, which may lead to immediate stand-down and / or suspension.

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. School Newsletters.
3. Literacy / Numeracy Evenings held once a term.
4. Use of class dojo, emails and other social media.

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 relevant staff and SLT/Principal.

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. Most students will be treated at school via Smile Care Mobile Dental Service. However, if need be parents will be responsible to take their child/children to their appropriate dentist outside 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). Parents are asked to buy the stationery from outside. However, very basic stationery can be purchased from the school during the school hours.

Attendance Dues (School Fees)

Parent donations are no longer being requested as the school has opted into the Government scheme funding \$150 per student per year. In the past this has been \$54 per student. However, the overnight camps are not covered by the Government scheme, hence the parents will have to pay for it.

Furthermore, attendances dues which is compulsory in state-integrated school like Al-Madinah, parents need to pay them. Parents of ALL STUDENTS are expected to pay as it 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.**

- The Annual Attendance Dues is \$246.00 per student. **This is applicable to all students.**
- School fees for an international (FFP) student = \$NZ12,500.00 per annum.
- 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 Science * 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, 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 11-13

Choice of subjects at any NCEA level depends upon students fulfilling the pre-requisites which are highlighted in AMS Course Information Booklet or obtaining approval from respective HOD.

Compulsory subjects and subject choices:

Year 11

COMPULSORY SUBJECTS	
English	Qur'aan
Mathematics	Religious Studies
Science	Arabic
Careers	Urdu
YOUR SUBJECT CHOICES	
1 st Choice	2 nd Choice

Year 12/13

COMPULSORY SUBJECTS			
English	Religious Studies		
Qur'aan	Arabic		
Careers	Urdu		
YOUR SUBJECT CHOICES			
1 st Choice	2 nd Choice	3 rd Choice	4 th Choice

Subject choices: Use the following option lines to choose a subject.

Year 11 option lines:

Students must choose two subjects, one from each option line.

Option 1: Technology/History/Accounting/Correspondence School Subject

Option 2: Digital Technology/Design and Visual Communication/ Correspondence School Subject

Years 12/13 option lines: Students must choose four subjects, one from each option line.

Option 1: Chemistry/Accounting/History/ Correspondence School Subject

Option 2: Biology/ Design and Visual Communication/Digital Technology/Correspondence School Subject

Option 3: Physics/ Automotive Engineering or Construction and Trade / Business Studies/Correspondence School Subject

Option 4: Mathematics L1/Mathematics L2/Mathematics L3/Correspondence School Subject

Note:

The correspondence school subjects includes:

L1- Visual Arts, Home Economics, Physical Education and Geography.

L2 - Visual Arts, Home Economics, Economics, Geography and Painting

L3 Geography, Painting, Printmaking, Design, Economics and Home Economics

ENROLMENT PROCEDURES & REQUIREMENTS

Local Students

All students who have either NZ Permanent Residence (PR) or Citizenship or have parents who hold NZ Work Permit, or have Australian PR or Citizenship are taken as being local students.

As a condition for enrolment, parents and caregivers must read the school documents including and not limited to policies, procedures, rules/regulations and special character requirements. The following documents must be completed:

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.
7. Library enrolment form.

International (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

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.
9. Library enrolment form and
10. Any other form/s that may be relevant at the time of application

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 Language	✓	✓	✓	✓	✓	✓
Urdu Language	✓	✓	✓	✓	✓	✓
English	✓	✓	✓	✓	✓	✓
Mathematics	✓	✓	✓	✓	✓	✓
Mathematics with Calculus / Statistics						✓
Science	✓	✓	✓	✓		
Biology					✓	✓
Chemistry					✓	✓
Physics					✓	✓
Social Studies	✓	✓	✓			
Accounting				✓	✓	✓
Economics/Business Studies					✓	✓
History				✓	✓	✓
Geography				✓	✓	✓
Home Economics				✓	✓	✓
The Arts	✓	✓	✓	✓	✓	✓
Health and Physical Education	✓	✓	✓	✓	✓	✓
Sports Leadership					✓	✓
Technology	✓	✓	✓	✓	✓	✓
Design & Visual Communication (DVC)			✓	✓	✓	✓
Digital Technology			✓	✓	✓	✓
Construction & Trade						✓
Automotive Engineering				✓	✓	✓
Financial Literacy		✓	✓			

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, dawah and other religious activities, sporting, academic and curriculum related trips and for any other events the school see fit for the students/staff to visit.

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 _____