

AL-MADINAH SCHOOL

(Te Wharekura o Al-Madinah)

SCHOOL

PROSPECTUS

**A Project of the Islamic Educational & Dawah (IED)
Trust**

Principal

Asin Ali

MEdMgmt, BA (Ed & Mgmt), PG Certificate in Applied Practice (Digital and Collaborative Learning), Diploma of Teaching (ACE), NZCE (Mechanical Engineering), Certificate of Cadetship.

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Message from the Principal

Assalaamu Alaikum Rahmatullahi wa Barakaatuh and welcome.

Welcome to Al-Madinah School and thank you (Jazaakallahu khairan) for showing an interest in Al-Madinah School.

Our school is a caring and friendly place where students can grow and learn in a secure, creative and friendly Islamic atmosphere. We work together as a team for the best outcomes for our students and school. The school life, our discipline, and our expectations (values) of all members of the school community, staff and students alike, are based on 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.

The importance of achievement in academic, Islamic knowledge, sports, cultural, leadership and community activities are evident in the results of our students at all levels. Our belief is that an all-round education is important for the holistic development of every child in the school. The supportive, professional, positive relationships between teachers and students promotes our learners to be confident, lifelong learners. Our focus is to cater for the diverse individual academic and pastoral needs. We work collaboratively and closely with the school communities, other schools and various other organisations that support and guide everything we do, across the curriculum and beyond.

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 and to develop citizenship skills.

This prospectus provides information about life at Al-Madinah School. I hope you find it informative and helpful.

I look forward to 2022 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, several international hotels, many different types of industries and freight-logistics operation which makes Mangere as the NZ's one of the largest industrial zone.

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, Arabs (mainly from Iraq, Palestine, Syria, Algeria), Asians (mainly from Pakistan, Bangladesh, India, Afghanistan), Russian, Malaysian, Indonesia, Chinese, Japanese, Pacific Islanders (mainly from Samoa, Tonga and Cook Island), 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, Ponsonby in the central city and Waitakere in the northwest. The school tries to cater for the 100,000 multi-ethnic and multi-cultural Muslims of Auckland as well as non-Muslims in its locality.

SCHOOL GOVERNANCE AND MANAGEMENT

School Governance

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

School Policies: please visit the [Al-Madinah School Docs](#) site for our school policies

Username: al-madinah Password: westney

School Management

Principal : Asin Ali - MEdMgmt, BA (Ed & Mgmt), PG Certificate in Applied Practice (Digital & Collaborative Learning), Diploma of Teaching (ACE), NZCE (Mechanical Engineering), Certificate of Cadetship.

Senior Leadership Team (SLT)

Gulshad Khan: AP – Primary School: BEd, PGd Dip in Sch Mgt, PG Certificate in Applied Practice (Digital & 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 & Collaborative Learning), PG Diploma in EDU. PG Certificate in ED, Certificate 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 & Collaborative Learning) & Tch Cert.

Heads of Departments (Secondary School)

English/Social Studies: Shabina Ali: MEdMgt, PG Certificate in Applied Practice (Digital & 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 & Collaborative Learning) and Dip of Edu, Dip of Tch.

Science/Mathematics: Shabina Nabijaan: B.Sc, PG Certificate in Applied Practice (Digital & 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), PG in Dawah, PG Certificate in Applied Practice (Digital & 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 (Acting): Zabina Khan: Grad Dip Tch (Sec) and BA, PG Certificate in Applied Practice (Digital & Collaborative Learning) and Graduate Certificate of Education.

Team Leaders – Years 1 to 8

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

Middle Primary (Years 3&4): Zahida Ali: B.Ed (Primary), PG Certificate in Applied Practice (Digital & Collaborative Learning), Teaching Certificate and Maths Support Teacher Certificate.

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

Intermediate (Years 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 JP: B.Ed, PG Dip in TESSOL, PG Cert in Applied Practice (Digital & Collaborative Learning), PG Dip in Counselling, [Dip in Counselling](#), Cert 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 & Collaborative Learning), Certificate in Business Studies and Certificate in Teaching.

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

Sarah Landi: BEd (Tchg) Honours (1st class) , PG Cert in Applied Practice (Digital & Collaborative Learning).

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

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

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

Deepa Singh: PG Dip in Teaching Secondary, PG Cert in Applied Practice (Digital & Collaborative Learning), & BSc

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

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

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

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

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

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

Farzana Bano: BSc (Bio/Chem), PG Cert in Applied Practice (Digital & 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 Cert in Applied Practice (Digital & Collaborative Learning).

Hafsa Liaqat: BEd (Tchg), PG Cert in Applied Practice (Digital & Collaborative Learning) and Cert in Reading Recovery.

Syeda Shagufta Naz: PG teachers Diploma in Education and BSc.

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

Fatima Alam: BEd. (Primary), PG Cert in Applied Practice (Digital & Collaborative Learning)

Warisha Khan: BEd (Tchg)

Aisha Alam: BEd(Tchg)

Rehana S Khan: BEd (Tchg) Diploma in Primary Ed PG Cert in Applied Practice (Digital & Collaborative Learning) and Teaching Cert and Cert in Reading Recovery, Maths Support Teacher Cert.

Suhail Azam Ali: BEd (Tchg)

Maulana Abu Bakr Bangi: Alim Degree & Hafiz.

Maulana Khalilahmed Nadat: Alim Degree & Hafiz.

Sa Ait Ahmed: Alim Degree studied for 4 Years.

Hafiz Mohammad Hanif: Quran Hafiz.

Saliha Shams Hussain: Alima Degree from South Africa

Shirin Sultana: M. Sc in Zoology, Completed learning on Talimul Quran, Studying towards Cert course of Quranic Arabic Under QNS Academy London

Azra Shams Hussain: Alima Degree from South Africa

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.
Years 7 to 13 Deans :	Riakat Hussain (Boys) and Shabina Ali (Girls).
CoL :	Asraf Ali, Farzana Bano and Rukshana Khan
LSC :	Rehana Khan. MEdL, B.Com. PG Cert in Applied Practice (Digital & Collaborative Learning), Grad Dip in Education & Cert in RR.
Years 1 to 6 Dean :	Roslin Azam.
Cool Schools Co-ordinator :	Zahida Ali and Moveena Rasheed.
Canteen Staff :	Sajida Mehmood and Naziran Nisha
SWiS Rep :	TBC
School Nurse :	Lute Vaka-Turuki Healthcare M:0278087623 E:Lvaka@thc.org.nz
School Dental Services :	Tooth Group- M 0275705312 E prinay@toothgroupdental.co.nz

School Office (Administration) 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: Cert in Secretarial Studies.

Shagista Almaaz Azim: Bachelor of Commerce (Accounting & Economics)

Library/ Information Centre

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

Elena 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 Cert in Plumbing & Carpentry (FNTC). Limited NZ Licence in Plumbing, Gas Fitting & Drain laying.

Other Support Staff

Mozima Nisha: Primary Teachers Cert.

Farida Bi: Primary Teachers Cert.

Lela Abdurrahman: Form 5 School Cert (Singapore).

Salma Zikri: UE & Form 7.

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

Shafia Bibi: Cert in Teacher aide

Shamiana Feroz: Introduction to teacher aide, Beauty Consultant, caregiving.

Zaneera Fathima: Bachelor of Arts (Sri Lanka), NZ Cert in Edu support and Pre School Education Certs.

Shagista Almaaz Azim: Bachelor of Commerce (Accounting & Economics)

2022 School Year

Terms	Beginning Dates	Ending Dates
Term-1	Wednesday 2 February	Thursday 14 April
Term-2	Monday 2 May	Friday 8 July
Term-3	Monday 25 July	Friday 30 September
Term-4	Monday 17 October	Tuesday 14 December

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

2022 –HOLIDAYS

Additional Holidays during School Terms:

Schools must be closed in 2022 on Saturdays and Sundays and on the following holidays:

- Waitangi Day Monday 7 February
- Good Friday 15 April
- Easter Monday 18 April
- Easter Tuesday 19 April
- Anzac Day Monday 25 April
- Queen’s Birthday Monday 6 June
- Matariki Day Friday 24 June
- Ramadhan starts: 2 or 3 April (subject to sighting of moon)
- Eid ul Fitr 3 May (date to be confirmed)
- Labour Weekend Monday 24 October
- Eid ul Adha 11 July (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 who will come late to school on a regular basis will face consequence accordingly.

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. Children who attend the special classes for the Hifz (Quran memorisation) and other related programs may be required to come early (7am) and leave late (5.30pm) and attend these classes on Saturdays (9am to 1pm).

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. All vehicles and its drivers must meet the NZTA requirements of its registration, WoF and the driver licence. Compliance with the number of passengers in each vehicle, speed and the road/vehicle/passengers standard of driving must be adhered to.

It is expected that ALL students will be dropped and picked up from the Westney Road. Parents and caregivers are not allowed to drive into the school carpark.

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 – 08.30	SSR & Form Tch Time	10 mins
8.30	Dua	
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	15 mins
12.10 – 12.45	Play time	45 mins
12.50 – 01.40	Block 3	50 mins
01.40 – 02.00	Salah	20 mins
02.00 – 3.25	Block 4	85 mins

Secondary

08.15 – 08.30	SSR and Form Tch Time	15 mins
08.30	Dua	
08.35 – 09.20	Period 1	45 mins
09.20 – 10.10	Period 2	50 mins
10.10 – 10.30	Play Lunch	20 mins
10.30 – 11.15	Period 3	45 mins
11.15 – 12.00	Period 4	45 mins
12.00 – 12.45	Period 5	45 mins
12.45 – 12.50	Lunch (eating inside)	10 mins
12.50 – 01.25	Play Time	35 mins
01.25 – 01.40	Wadhu/Talim	15 mins
01.40 – 02.00	Salah	30 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 an explanation must be sent to school explaining the reason for the absence, with the relevant date/s and parent's signature.

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 be dealt by Deans and will be referred to Truancy Officer and may 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 to monitor their child/children to ensure their homework is completed on time.
- A digital diary will be used for recording home-works for students from year 7 upwards.
- 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 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 learning purposes as determined by the teacher]

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 with Velcro not laces). • Plain black socks. <p>Sunhats Blue or black</p>	<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. • Black Acrylic Jumper (Yrs 7-10) • Black Blazer (Yrs 11 - 13) <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>Shoes:</p> <ul style="list-style-type: none"> • Black school shoes. • Plain black socks.  <p>Sunhats Blue or black</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>Sunhats Blue or black</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 (Yrs11 -13).</p> <p>Sunhats Blue or black</p>

N.B. Boys must wear their topi at all times while in uniform, except during Sports and P.E. classes. Only standard haircuts is allowed. No gel, no fancy haircuts and no colouring allowed.

Girls must 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.
- ◆ Certs from class Teacher.
- ◆ Certs 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 etiquettes 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. School is working towards providing online service for purchasing school lunch.

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 Tooth Group Dental Service. However, if need be parents will be responsible to take their child/children to their appropriate dentist outside school or contact the Buckland Road Community Dental Clinic located at 225 Buckland Road, Mangere by ringing them on 09-3641310.

Stationery

A stationery list is issued at the end of 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

Attendance dues which is compulsory fees in state-integrated schools 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 \$252.00 per student inclusive of gst.
- 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 Years 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 11 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 subject choices.
- Some subjects are may be 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 Tech/Design & 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 include:

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 School Board. 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 _____