



# **AL-MADINAH SCHOOL**

(Te Wharekura o Al-Madinah)

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## **SCHOOL**

## **PROSPECTUS**

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

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### **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.

**E-mail: [principal@al-madinah.school.nz](mailto:principal@al-madinah.school.nz)**

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**Updated May 2025**

# TABLE OF CONTENTS

	Page Number
<b>Message from the Principal</b>	3
<b>The Education Purpose and General Goals of the School</b>	4
• Vision Statement	
• Mission Statement	
• Objectives	
<b>School Governance and Management</b>	5
• Governance Details	
• Details of School Staff	
<b>School Administration</b>	7
• School Year	
• School Hours and Transportation	
• Period Times	
• Absence from School	
• Late Pass	
• Homework	
• Uniform	
• Behaviour at School	
• Discipline Plan	
• Expectations of staff / students	
• Parents / Teacher Contact	
• School Lunches	
• Dental Treatment	
• Stationery	
• Attendance Dues	
• Parent Support	
<b>Curriculum Management</b>	12
• Curriculum Choices across the School	
• Primary Section	
• Language Reception Class	
• Curriculum choices – Secondary Section (Y7 to Y13)	
• Entry years 11, 12 and 13	
• Subjects offered at Secondary Level	
<b>Enrolment Procedure</b>	14
• Local Students	
• International Students	

## 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 and 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. Development of hubs, to promote the use of Integrated Learning Environment (ILE), as platforms for teaching and learning promotes collaboration and confidence amongst students. This has given Al-Madinah a leading edge in the provision of curriculum in a wide range of subjects and to develop citizenship skills.

2025 and beyond will see AMS promoting “Assessment for Learning” in which students will be given opportunities in doing self and peer assessments. Hence, it’s a readiness program for students beyond the school into the tertiary world.

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

I look forward to 2025 and beyond, with trust in Allah Subhanahu wa Taála,. It is only due to His Grace and your support and kind Dua 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 zones.

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

**AMS School Board:** Ashwat Khan (Presiding Member), Imraan Mohammed, Ahlam Jemjoumi, Rehana Sher, Nazish-Zaman Khan, Mohammed Muzzammil Kuddus, Mohammed Faiaz, Asin Ali (Principal)

**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)

**Mohammed Rizwan Hussein: DP** – B. Ed (Teaching), Education Leadership Course, Growth Coaching

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

**Amjad Ali: AP** – B.A. (Islamic Studies), PG Certificate in Applied Practice (Digital and Collaborative Learning), PG Cert in Dawah, Cert in Arabic, Dip in Tch /Technology, PG Dip in Counselling and Certificate in Social Services.

**Rehana Khan: AP** - MEdL, B.Com. PG Cert in Applied Practice, (Digital & Collaborative Learning), Grad Dip in Education & Cert in RR.

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

### Heads of Departments

**English: 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: Mahejabin Shanaz Taz:** Post Graduate cert in education Maths and Science Primary, Graduate diploma in primary education, B. Sc in Chemistry and Biology

**Social Studies: Asraf Ali:** Master of Education Practice (MEd Prac), (BA, PG Certificate in Applied Practice (Digital & Collaborative Learning), Graduate Cert in Education and PG Dip in Education)

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

**Science: Imron Saiyaz Ali:** Mst in Edu Leadership, PG Dip in Educational Leadership, BSc (Mathematics and Physics) and Sec Tch Training Certificate in Mathematics and Physics.

**Religious Studies: Sheikh Amjad Ali:** B.A. (Islamic Studies), PG in Dawah, PG Cert in Applied Practice (Digital & Collaborative Learning), Cert in Arabic, Dip in Tch/Tech, 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: Shafina Bi Mohammed:** BA, PG Certificate in Applied Practice (Digital & Collaborative Learning), Certificate in Business Studies and Certificate in Teaching.

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

**Other Languages: 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.

### **Team Leaders – Years 1 to 8**

**Junior Primary (Years 1-3): Zahida Ali:** B.Ed (Primary), PG Certificate in Applied Practice (Digital & Collaborative Learning), Teaching Certificate and Maths Support Teacher Certificate.

**Middle Primary (Years 4-6): 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.

**Senior Primary (Years 7&8): Roslin Azam:** B. Ed. (Primary), PG Certificate in Applied Practice (Digital & Collaborative Learning) and Teaching Cert.

### **Other Teachers**

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

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

**Sarah Landi:** BEd (Tchng) 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).

**Deepa Singh:** PG Dip in Tch Sec, PG Cert in Applied Practice (Digital & Collaborative Learning), & BSc (Chem, Bio, Sci) PG Dip in tch Sec, Bio/ Chem 211, PG Cert in Applied Practice (Digital & Collaborative Learning). Certificate in Safety Quality Education System, Cert in DT Implementation for Years 7-10A.

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

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

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

**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

**Raina Jane Majid:** B. Ed (Primary) 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 (Applied Mathematics and Analytical Statistics)

**Julekha Bibi:** BEd, PG Cert in Applied Practice (Digital & Collaborative Learning), and Teachers Cert. Reading Recovery Trained Teacher

**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.

**Batul Pathan:** BSc (Math/Chem/Phy) (1st class), B. Ed (1st class), Master in Science (Chemistry), TER, PG.Diploma (Business Management with Merit Scholar award).

**Maqbool Shah:** B. Ed (Primary), NZ Diploma in Business Management, NZ Accounting Technicians Diploma

**Natasha Ali:** B. Ed (Primary), National Certificate in ECE – Kidicorp award for Academic Excellence

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

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

**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

**Farheen Farzeen Begum:** Certificate of completion of Nazra Quran

**Shaykh Sarfaraz Sher Ali:** Bachelor Degree in Islamic Theology Aalimiyah, Darul Uloom Al Arabiya Al Islamiya, Higher Islamic Education Manchester U.K.

**Maulana Abdul Jalil:** Maulana Degree, Qur'aan Hafiz

**Mohammed Ashif Khan:**

**Shabnaaz Bano:**

## **STUDENT SERVICES – SPECIAL RESPONSIBILITIES**

<b>NZQA-PN/Careers Advisor :</b>	Nazmeen Nisha Zaim.
<b>School Counsellors :</b>	Sheikh Amjad Ali and Moveena Rasheed.
<b>Gateway/Star Coordinator :</b>	Nazmeen Nisha Zaim
<b>LSC :</b>	Rehana Karim: B. Ed. (Primary), PG Cert in Applied Practice (Digital & Collaborative Learning) and Tch Cert.
<b>Canteen Staff :</b>	Sajida Parveen and Naziran Nisha
<b>SWiS Rep :</b>	Sara Mohammed
<b>School Nurse :</b>	Cherub Tamasi-Turuki Healthcare M:021549078 E: ctamasi@thc.org.nz
<b>School Dental Services :</b>	Lumino - E <a href="mailto:tracey.kirkland@lumino.co.nz">tracey.kirkland@lumino.co.nz</a>

## **School Office (Administration) Staff**

**Executive Officer: Farook Ali:** Diploma in Business Studies.

**Shamina Khan:** Cert in Secretarial Studies.

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

## **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 Aotearoa).

## **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 Ali:** Primary Teachers Cert.

**Siti Lela Abdurrahman:** Form 5 School Cert (Singapore).

**Salma Zikri:** UE & Form 7, Diploma in Software Development.

**Mohsin Khan:** Bachelor's in computer and information science (Network Security), PG Cert in Applied Practice (Digital & Collaborative Learning) and Certificate in Automotive and Mechanical Engineering.

**Shazia Kanwal:** Certificate in Small Business Management - Te Wananga o Aotearoa 2015 - NZQA Level 4

**Ziya Zeeshan Zuber:** Diploma in Business Banking, Level 5 Teacher Aide course (NZQA FRAMEWORK).

**Nazleen Azim:** Career Qualification in Travel & Tourism - National Certificate in Travel Level 3 & National Certificate in Core Skills Level 3. International Qualification in Travel, Tourism & IT - National Certificate in Travel Level 4 & National Certificate in Computing Level 3.

**Nazia Nisa:** BA in Economics, Management and Public Administration - USP, Degree in International Economics - University of the Mediterranean - Aix Marseille II, Masters in International Economics - University of the Mediterranean - Aix Marseille II, Specialised Masters in International Project Management - University of the Mediterranean - Aix Marseille II.

**Ishara Fathima:** Diploma in Interior Design

## 2025 School Year

Terms	Beginning Dates	Ending Dates
Term-1	Tuesday, 4 February	Friday, 11 April
Term-2	Monday 28 April	Friday 27 June
Term-3	Monday 14 July	Friday 19 September
Term-4	Monday 06 October	Friday 16 December

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

### **2025 – Teacher only Days**

Schools will be closed for students on the following days:

- Term 1 – Tuesday, 30<sup>th</sup> January (Teacher Only Day)
- Term 2 – Monday, 23<sup>rd</sup> June (Teacher Only Day)
- Term 4 – Monday, 14 November (NCEA Teacher Only Day)

### **2025 –HOLIDAYS**

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

Schools must be closed on Saturdays and Sundays and on the following holidays in 2025:

- Waitangi Day                      Tuesday 6 February
- Good Friday                      Friday 18 April
- Easter Monday                      Monday 21 April
- Anzac Day                      Thursday 25 April
- King's Birthday                      Monday 2 June
- Matariki Day                      Friday 20 June
- Labour Weekend                      Monday 27 October
- Ramadhan starts                      Friday 28 February (TBC)
- Eid ul Fitr                      Sunday 30 March (School Holiday) (TBC)
- Eid ul Adha                      Saturday 7 June (TBC)

Twice a year the school will be closed for instruction, during term times, 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.**

### *Years 1 to 6*

08.30am – 08.40am	Admin
08.40am – 10.40am	Learning Block 1
10.40am – 10.50am	Eating Time
10.50am – 11.15am	Break 1
11.15am – 12.15pm	Learning Block 2
12.15pm – 12.25pm	Eating Time
12.25pm – 12.55pm	Break 2
12.55pm – 01.35pm	Learning Block 3
01.35pm – 02.00pm	Taleem/ Salaah
02.00pm – 03.10pm	Learning Block 4
03.10pm – 03.25pm	Pack-Up Time

### *Years 7 to 13*

08.15am – 08.40am	Homeroom
08.40am – 09.25am	Period 1
09.25am – 10.10am	Period 2
10.10am – 10.15am	Eating Time
10.15am – 10.30am	Break 1
10.30am – 11.15am	Period 3
11.15am – 12.00pm	Period 4
12.00pm – 12.45pm	Period 5
12.45pm – 12.55pm	Eating Time
12.55pm – 01.25pm	Break 2
01.25pm – 01.35pm	Salaah Prep
01.35pm – 02.00pm	Taleem/Salaah
02.00pm – 02.45pm	Period 6
02.45pm – 3.30pm	Period 7

Please be prompt from the staff room at the end of each interval. All staff must attend ta'alim / salaah. All secondary school teachers except for those on duties must be in taalim rooms at 1:30pm. All staff is to be in Zuhar Salaah at 1.40pm. As a courtesy, leave a message at the office/AP's /ST if out at lunchtime. This saves unnecessary searching if needed for phone calls etc. Full-time staff leaving school before 4pm must notify Principal. (Prior arrangement needs to be made).

## **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:** These are banned in school. If found with students, it will be confiscated.

## **UNIFORM**

A high standard of dress and grooming is always required. 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.

	<b>PRIMARY</b>	<b>SECONDARY</b>
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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>School Sunhats</b> Available at school</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> <li>• Black Acrylic Jumper (Yrs 7-10)</li> <li>• Black Blazer (Yrs 11 - 13)</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> <ul style="list-style-type: none"> <li>• Plain Black school shoes.</li> <li>• Plain black socks.</li> </ul>  <p><b>School Sunhats</b> Available at school</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>Black Acrylic jumper.</b> <b>Black Acrylic Jumper / Navy Jackets</b> (must be worn during 2<sup>nd</sup> &amp; 3<sup>rd</sup> term).</p> <p><b>Sunhats</b> Available at school</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>Green Woolen Sweater (Yrs 7 – 10).</b> <b>Green blazer (Yrs11 -13).</b></p> <p><b>Shoes:</b></p> <ul style="list-style-type: none"> <li>• Plain Black school shoes.</li> <li>• Plain black socks.</li> </ul>  <p><b>Sunhats</b> Available at school</p>

**N.B.** Students are expected to come to school and return home in their regular uniform. Furthermore, regular uniform must always be worn while at school including while praying and / or on EOTC trips. The only exception is during PE/Sports classes where students must wear the school sports uniform.

**Boys** must always wear their Topi while in regular uniform. Only the standard haircut, where all the hair is one size, is allowed. **No gel, no uneven or partially cut/shaved haircuts and no colouring allowed.**

**Girls** must always wear their scarves correctly. 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 not 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 about 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 adherence to Islamic codes of conduct and etiquettes of segregation is not meant to obstruct contact between staff and parents. Insha'Allah, 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](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.

## 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 \$251.85 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

**Attendance Dues must be paid in full by/before Term 2 of each school year.**

# 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 <sup>st</sup> Choice		2 <sup>nd</sup> Choice

Year 12/13	COMPULSORY SUBJECTS		
English			Religious Studies
Qur'aan			Arabic
Careers			Urdu
YOUR SUBJECT CHOICES			
1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice	4 <sup>th</sup> 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

### **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](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.
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 .....Y Female ....Y

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 Y 2. Permanent Residence Y 3. Student Permit/Parents work Visa Y

4. Tourist Visa Y 5. Other Visa Y

### 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, special character (Dawah/Tabligh) 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 Y 2. Accepted Y

3. Rejected Y

4. Letter Sent Y

Verification of DOB and Residence Status: 1. Passport Y

2.Birth Certificate Y

Comment .....