



simplyIslam.sg

As-Siddiq Centre for Islamic Studies Pte Ltd

Weekend Islamic School
Parent/Student Handbook

Updated September 2018

INTRODUCTION

Islam and Education

Education is a central element of Islam. Knowledge and faith are inextricably intertwined components in Islam that define the Muslim believer. Men and women are obliged to seek knowledge and practice with sincerity as part of a holistic development system.

The Holy Qur'an is replete with injunctions urging humanity to constantly seek knowledge, so that they can better understand Allah, and thus be able to believe and worship Him with certainty and sincerity.

He [Allah] grants wisdom to whom He pleases; and whoever is granted wisdom, he indeed is a great good and none but men of understanding mind. (Qur'an, 2:269)

Say: Are those who know and those who do not know alike? Only the men of understanding are mindful. (Qur'an, 39:9)

Similar counsel can be found in the traditions of our beloved Prophet Muhammad, *salallahu alaihi wasallam* (peace be upon him).

Seeking knowledge is obligatory upon every Muslim, male and female. (Ibn Majah)

Wisdom is the lost property of the believer, so wherever he finds it he has a better right to it. (Al-Tirmidhi)

The objective of education in Islam is to prepare the individual to be constantly guided and governed by the spiritual and ethical values of Islam, so that it can positively affect their attitude to life, their actions, decisions and approaches. Muslims should be inspired by their learning not only to enhance their servitude to God, but also to contribute towards the Creations of Allah, irrespective of the race, religion or nationality.

ABOUT US

Our Name

The Centre is officially named **As-Siddiq Centre for Islamic Studies Pte Ltd**. The Centre's pursuit of truth is behind its choice of naming the centre "As-Siddiq". The Centre is a dedication towards the struggle and sacrifice of Sayyidina Abu Bakar, among the most beloved companion of Prophet Muhammad (ﷺ) and the first caliph of Islam, who was given the title "As-Siddiq". The Centre is known and called as "SimplyIslam" as we operate our portal and website on www.simplyislam.sg.

Mission & Vision

SimplyIslam's mission is to provide our participants the environment and facility to understand Islam in the most truthful and holistic way, in a comfortable and conducive environment that encourages learning and constructive discussion. Our vision is to be an institution of Islamic learning and understanding that will be a beacon of light from which knowledge and wisdom will radiate and illuminate others.

SIMPLYISLAM'S 10 KEY THRUSTS

SimplyIslam's mission is founded upon the following key thrusts:

1. **Highest Standard.** SimplyIslam is a first-class centre for Islamic learning and understanding, producing a innovative, creative and quality Islamic education programs.
2. **God, Prophet and Creations.** SimplyIslam instils upon its participants a consciousness of God (Allah), accepting and loving God's Messenger, Prophet Muhammad (Allah's Peace & Blessings be upon him), and manifesting love and kindness to all of God's creations.
3. **Holistic Education.** SimplyIslam provides a holistic Islamic education to develop its participants to have a strong personality capable of fulfilling his/her responsibility of participation and stewardship in the society and community.
4. **The Middle Way.** SimplyIslam effectively educates its participants on the true and moderate path of Islam. With effective programs, participants will be able to discern from extreme views and opinions and employ moderate Islamic path.
5. **Learning Environment.** SimplyIslam creates a learning environment and ambience that motivates its participants towards good actions, remembrance of God, and enhancing his/her spiritual, intellectual, imaginative, scientific and linguistic growth.
6. **Learning Partnerships.** SimplyIslam promotes an effective partnership between teachers, students, participants, other educational entities and the community at large to encourage a community of sincere learners to unite in the spirit of the celebration of learning.
7. **Pursuit of Excellence.** SimplyIslam encourages and motivates its participants towards higher academic and professional endeavours and the pursuit of excellence, enabling its participants to recognise, appreciate and add to the contribution of Muslims to world civilisation.
8. **Moral and Social Conduct.** SimplyIslam nurtures its participants' personality towards the best moral and social conduct, health attitudes and self-discipline, encouraging them to be responsible members of the community, contributing positively to the wellbeing of the society, country and humanity in general.
9. **Professionally Qualified and Model Teachers.** "The most important quality of a Muslim teacher is not what he knows but what he is". SimplyIslam engages its pool of well-qualified teachers and provides continuing education opportunity for them so that they continue to improve their knowledge and skills, and personify the Prophetic values.
10. **Pulse of the Community.** The centre, with its broad range of participants from students to adults, will provide a significant pulse of the Muslim community in Singapore. Their views, opinions and thoughts provide an invaluable insight for the centre to develop and refine its programmes and activities.

DAILY OPERATIONS

SimplyIslam operates on the premises of Madrasah Al-Khairiah, located at 152 Still Road, Singapore. Our administrative and operational details are as follows:

<p>As-Siddiq Centre for Islamic Studies Pte Ltd 152 Still Road Singapore 423991 Tel: 65474407 Fax: 63486023 Email: enquiries@simplyislam.com.sg</p> <p>Admin Operational Hours: Monday: Closed Tuesday to Friday: 9 a.m. to 5 p.m. Saturday & Sunday: 9 a.m. to 1 p.m.</p>	<p>Jurong East Branch Blk 135 Jurong Gateway Road #04-337 Singapore 600135 Tel: 83187090</p> <p>Admin Operational Hours: Saturday & Sunday: 9am to 1pm</p>
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TEAM SIMPLYISLAM

SimplyIslam has a team of dedicated staff and management that manages the various aspects of the Centre's daily operations. For current details, please visit our website www.simplyislam.sg.

RENEWED APPROACH TO LEARNING

We aim to share Islam through fresh and innovative ways in order to share the wonders and beauty of Islam.

We all witness the children of today being much more absorbing in knowledge and more advanced in their capacity for learning, yet little has been done to present Islam to our children and youths in an attractive way, to capture their hearts and minds.

Our mission tagline is "**SimplyIslam**". The tagline "SimplyIslam" reflects the centre's efforts to share the beauty of Islam as a religion that is simple to learn and practice. We have a renewed approach in the learning of Islam - one that addresses the genuine needs and concerns of students, parents and the society. We strive to share the beauty of Islam through novel approaches to capture the hearts and minds of the future of our nation - our children and youths. We don't just *teach* Islam but rather we guide our students to understand what it *really* means to be a Muslim.

OUR CONTENT, APPROACH & GUIDE

Our learning content is deeply rooted on traditional Islam, in the way of the *Ahlu Sunnah Wal Jamaah*. We present Islam rooted in traditional and Sunni Islam, dressed with a progressive approach to life in the contemporary world.

Our guides are the eminent scholars or '*ulama* of Islam for the last 14 centuries like the grand *mujtahid* Imams - Imam Shafi'i, Imam Abu Hanifa, etc - and other classical and renowned scholars like Imam al-Ghazali (may Allah be pleased with all them).

We are also guided and inspired by many recent and contemporary Islamic scholars:

- Allahyarham Sheikh Umar bin Abdallah al-Khatib (Yemen/Singapore)
- Allahyarham Ustaz Syed Abdillah bin Ahmad Aljufri (Singapore)
- Allahyarham Shaykh Zakaria Bagharib (Singapore)
- Allahyarham Shaykh Mohd Ibrahim Bin Mohd Kassim (Singapore)
- Allahyarham Shaykh Muhammad Nazim Adil Al-Haqqani (Cyprus)
- Allahyarham Ustaz Dr Uthman El-Muhammady (Malaysia)
- Allahyarham Habib Salim as-Shatiri (Yemen)
- Shaykh Muhammad Hisham Kabbani (Lebanon/USA)
- Shaykh Professor Abdal Hakim Murad (UK)
- Shaykh Ahmad Saad Al-Azhari (Egypt/UK)
- Ustaz Mohammed Iqbal Abdullah (Singapore)
- Dato' Aidit Ghazali (Malaysia)
- Shaykh Nuh Ha Mim Keller (USA/Jordan)
- Shaykh Afeefuddin Al-Gaylani (Iraq/Malaysia)
- Habib Umar Bin Hafiz (Yemen)
- Habib Ali Al-Jifri (Yemen)
- Habib Kadhim Al-Saqqaf (Yemen)
- Shaykh Faraz Rabbani (Canada)
- Others (see website www.simplyislam.sg for current details)

SIMPLYISLAM WEEKEND ISLAMIC SCHOOL

Introduction

We offer Islamic studies classes during the weekends for school-going children and youths (ages 5 to 21). These weekend religious classes are tailored for students attending academic schools during the weekdays who may not have time to attend Islamic religious classes during the weekdays.

We understand that it may be difficult for such children to attend Islamic religious classes, given the evident student workload in schools. At the same time, we simply cannot overemphasise the imperative need for our children to be imbued with the necessary moral and religious foundations based upon sound Islamic teachings.

Time and time again we are presented with cases of children and young individuals steering away from the path of Islam and basic morals, and attempts are then made to navigate a course of action for the troubled individuals and their concerned parents and guardians. We hope that parents and guardians take the matter of the Islamic education of their children and wards seriously, as the benefits are certainly not insubstantial.

At our weekend Islamic school, your child attends a weekly session of only 4 hours (with a 20-min break), during which he/she will experience the essence and beauty of Islam. We have in store for them an interesting package of learning initiatives that is not only unique but also innovative.

Our weekend classes are divided into the child's school's academic level, grouped according to the child's age. Details are presented in the following sections of this handbook. Parents can choose for their child to undertake their weekend classes based on the available sessions.

English Language

The Malay language has been the indigenous language of Southeast Asia, and has been the lingua franca for the spread of Islam in the region as well. Most of the Mosques in Singapore use Malay as the main language for classes and khutbah (sermon). However, since the advent of English as the first language in Singapore schools, there is a greater prevalence of the language and its usage in the country, and even parts of the region. The founders of SimplyIslam believe that language should not be a hindrance or barrier in appreciating the beautiful message of Islam. Hence, SimplyIslam was established to facilitate the learning of Islam through the English medium. We organise our classes, talks, seminars and workshops for different age groups using the English language as the medium of instruction and understanding. In this way, the expatriate Muslims who have made Singapore their home, from United Kingdom, United States of America, India, Pakistan, Asia and Africa, can also benefit from the SimplyIslam experience.

Learning Objectives

Our weekend Islamic school will cover the following subject areas in our classes. The exact areas of study, depth and approach of study will differ from one participant level to another.

1. Qur'an

- a. Need and significance of Divine guidance
- b. Finality of the Qur'an and the Prophethood of Muhammad
- c. Revelation of the Qur'an, recording, compilation and codification
- d. Authenticity of the Qur'an
- e. Significance of the Qur'an - impact on modern life and society
- f. Read, recite and memorize verses of the Qur'an
- g. Qur'anic subject matter
- h. *Tafsir* (Exegesis)

2. Hadith

- a. Significance of Hadith in Islam
- b. Hadith codification process
- c. Major Hadith collections
- d. Study and memorization of certain Ahadith

3. Arabic Language

- a. Basic and Intermediate conversational Arabic
- b. Reading and writing Arabic for reading and memorizing the Qur'an
- c. Standard (Qur'anic) Arabic – vocabulary, grammar, reading, writing, speaking and listening

4. Faith Essentials

- a. Tauhid (Oneness and Unity of God)
- b. Allah and His Attributes
- c. Angels of Allah
- d. Books of Allah
- e. Messengers of Allah
- f. Creations of Allah and the purpose of creation
- g. Man's Relationship with Allah
- h. The Hereafter – Day of Judgment, Heaven and Hellfire
- i. Comparative religion (multi-ethnic context of Singapore)
- j. Islam and science – importance, significance and relevance

5. The History of Islam & Prophetic Biography (Sirah)

- a. Stories of the Prophets
- b. History and Life of Prophet Muhammad (*Sirah*)
- c. Political, economic and cultural system of Islam
- d. The Prophet's companions
- e. The Caliphate (*Khilafah*)
- f. Islamic civilisation - achievements and the contributions of Muslims in the development of human civilisation
- g. Muslim scholars, scientists, thinkers and professionals

Learning Objectives (cont'd)

6. Essentials And Practices (*Fiqh*)

- a. Pillars of Islam – prayers, fasting, etc
- b. Acts of worship (*ibadat*) – prayers, cleanliness, etc
- c. Significance and implication of worship practices
- d. Madhahib – Hanafi, Shafi'i, Maliki and Hanbali
- e. The lawful and the prohibited
- f. Islamic laws (*Shari'ah*) – laws of inheritance, business, etc
- g. Business and Finance
- h. Islamic Governance

7. Social Studies, Morals and Ethics

- a. Social studies – values education, community studies and multicultural history
- b. Morals and ethics – lessons from the Qur'an, Hadith and history
- c. Personal qualities, conduct, behaviour, attitudes and manners
- d. Relationship to family, community, society and country
- e. Treatment of people, animals and Creation of Allah
- f. Education and knowledge
- g. Environment
- h. Contemporary social and ethical problems
- i. Deviant practices – extremism, terrorism, intolerance, etc
- j. Geography, culture, music, art and architecture of the Muslim world

Textbooks

SimplyIslam works closely with the **Islamic Religious Council of Singapore (MUIS)** and **Iqra International Education Foundation**, a US-based educational outfit that specialises in integrated curriculum with over 20 years of experience. Iqra's curriculum is currently being used by Islamic schools in USA, South Africa, Australia, United Kingdom and Asia. Iqra International has revised and redesigned the full-time madrasah curriculum and study materials in Singapore, under a multi-million dollar contract with the Islamic Religious Council of Singapore (MUIS).

Most of the textbooks that are used for our weekend Islamic school are published by MUIS. The list of the textbooks and workbooks to be purchased for our weekend Islamic school is according to class level, and is available from the administration office or our website.

Level Admission

SimplyIslam Level	Age Group	Equivalent Public School Level
Preschool	5 – 6 years	K1 and K2
Primary 1	7 years	Primary 1
Primary 2	8 years	Primary 2
Primary 3	9 years	Primary 3
Primary 4	10 years	Primary 4
Primary 5	11 years	Primary 5
Primary 6	12 years	Primary 6
Secondary 1	13 years	Secondary 1
Secondary 2	14 years	Secondary 2
Secondary 3	15 years	Secondary 3
Secondary 4	16 years	Secondary 4
Tertiary	18 - 21 years old	Junior College, ITE, Polytechnic & University

Class Sessions

Main Centre – Still Road

Day	Session Period	Remarks
Saturday	9 a.m. to 1 p.m.	For Preschool, Primary 1 to Secondary 3
Saturday	1.30 pm to 5.30 pm	For Secondary 4 & Tertiary
Sunday	9 a.m. to 1 p.m.	For Preschool, Primary 1 to Secondary 3

Jurong East Branch

Day	Session Period	Remarks
Saturday	9 a.m. to 1 p.m.	For Preschool, Primary 1 to Secondary 4
Sunday	9 a.m. to 1 p.m.	For Preschool, Primary 1 to Secondary 4

Enrolment and Registration

A completed registration form must be submitted along with the fees. Registration forms can be obtained from the office.

School Fees

A one-time registration fee of \$10 (non-refundable) is payable at the time of registration.

The school fee is \$840 per student, per year. Fees can be paid in one of the following modes:

- **Full payment (\$840)**
- **Half-Year payment (\$420), balance Half-Year payment due by May 2018**
- **Equal Monthly Instalment (\$70) payable over 12 months**
 - For this payment mode, **only GIRO** mode of payment is accepted. Cash, bank transfer or cheque payments are NOT acceptable.

Parents are required to furnish the school fees 2 months in advance, at the time of registration. Parents who wish to register their children for the weekend Islamic school are required to bring along the following:

1. Parents NRIC (one parent only)
2. Birth Certificate or NRIC of child (or children)
3. Registration Fee \$10
4. School Fees x 2 months
5. GIRO – For DBS or POSB Account (preferred), just bring along your bank card. For other banks, please bring along the bank account details: Branch code, bank account number, etc.

Parents are also required to pay for the books (textbooks and workbooks) that will be used for the weekend Islamic school. The book list will be made available by the administration before the start of the school year.

Monthly Instalment Payment Mode

Monthly instalment fees are payable by GIRO on the 1st of each month. For the sake of ease of administration, it is mandatory for the fees to be paid by Interbank GIRO. All parents are required to submit a GIRO application for this purpose. The means/form will be made available by the administration. Upon approval from the bank, the school will deduct the monthly school fees through the stated bank account. A \$5 surcharge will be charged for each unsuccessful deduction. The GIRO deduction is made on the 1st of each month.

Withdrawal & Refund

In the case that a parent desires to withdraw a child from the school, the **withdrawal form MUST be completed** by the parent. A **30-day NOTICE is required** before the child can officially withdraw from the school. All unpaid fees must be paid in full before records of the student can be released. Refunds (if any) will then be given. The school fees will be charged for the final 30 days whether or not the student is in attendance at the school.

Financial Aid

The Centre recognises that Islamic education is essential for all Muslim children regardless of their financial status. Insha'Allah, efforts will be made to subsidise the school fees for families who are in financial distress. Availability of financial aid depends on the amount allocated to the Student Welfare Fund, as well as the generosity of private contributors.

To be considered for financial aid, families in need must complete a Financial Aid Application Form (which can be obtained from the Centre's office) and submit it with all supporting documents. The Centre's reviewing team will evaluate each application based on its own merit, in strict confidence.

Any change in the financial status of financial aid recipients should be reported in writing to the Centre's administration in order to make the allocated funds available to other families in need. Periodic reviews in the financial status of the recipient family may be made by the Centre at any time and the amount of aid may be adjusted based on the recommendations of the reviewing team.

The Centre welcomes any financial support towards its Student Welfare Fund. The fund provides financial aid for students attending the school, to cover the school and book fees (partial to full). For details on how to contribute, please contact our Office at Tel 65474407.

Getting to SimplyIslam - Main Centre (HQ)

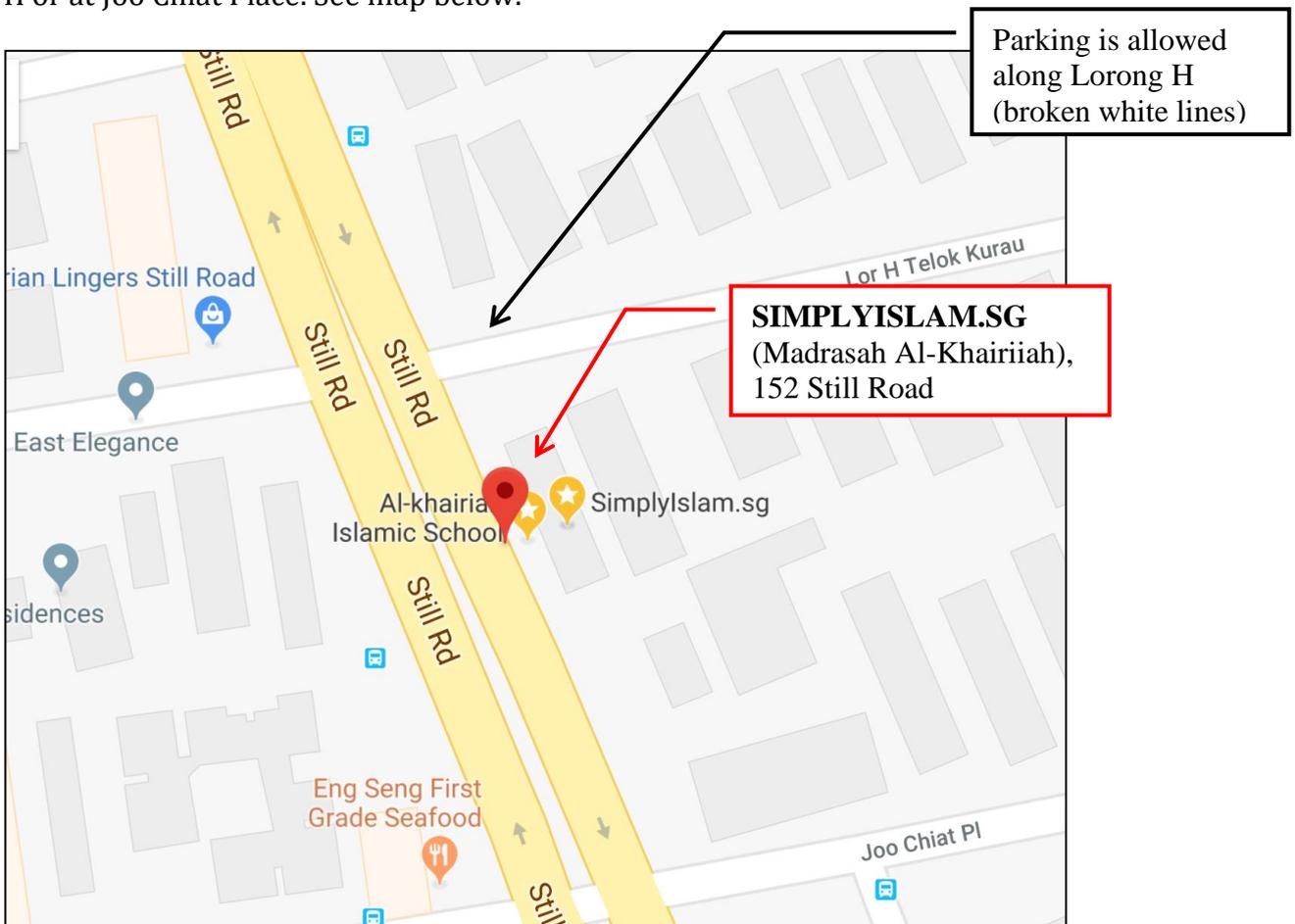
The Centre is located at **No. 152 Still Road**, housed within the Madrasah Al-Khairiah. The Centre is very accessible due to available transport modes like MRT and buses.

MRT: The Centre is located very close to the Eunos MRT station, about 10 minutes walk.

Bus: There are numerous buses that ply roads very close to the Centre. Parents/students can alight at the bus stop along Still Road. The buses that travel on these roads are:

SBS 13, 15, 55, 155
TIBS 966

Private Vehicle: Parents are welcome to fetch their child/children to the Centre with their own private motor vehicle. The Centre does not have parking facility and parents should park their vehicles when they fetch their child. Vehicles can be parked at Lorong H or at Joo Chiat Place. See map below.



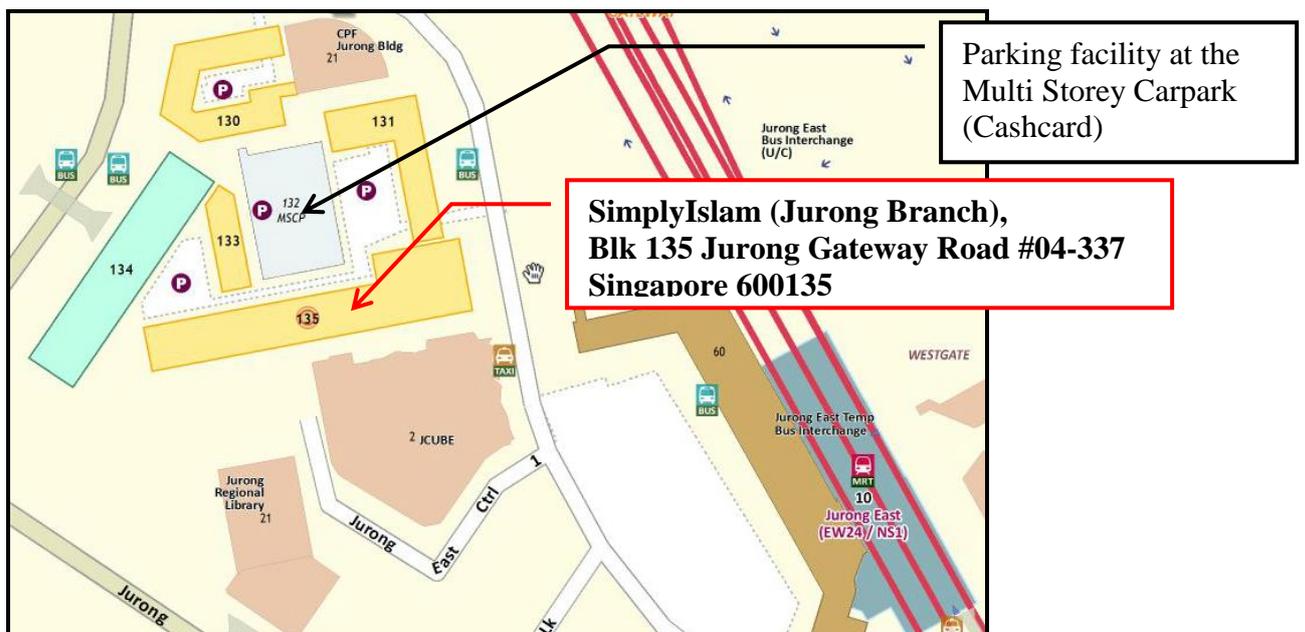
Getting to SimplyIslam - Jurong East Branch

The Centre is located at **Blk 135 Jurong Gateway Road, #04-337**. The Centre is very accessible due to available transport modes like MRT and buses.

MRT: The Jurong East Branch is located right next to the Jurong East MRT station, only 3 minutes away.

Bus: The Jurong East Branch is also located right next to the Jurong East Bus Interchange, only 3 minutes away. There are tens of buses that go to the Jurong East Bus Interchange.

Private Vehicle: Parents are welcome to fetch their child/children to the Jurong East Branch (Blk 135) with their own private motor vehicle. There is an adjoining multi storey carpark (Blk 132) and parents can park their vehicles appropriately to fetch their child. See map below.



School Term

The Centre's weekend Islamic school functions in conjunction with Ministry of Education's stipulated school terms. For the most part, we do not operate during the school holidays, as our children need their well-deserved break. However, we do conduct programs like workshops, seminars and camps for our students during the holidays. Parents are at liberty to enroll their children for such programs.

Assessments & Academic Progress

Assessments are an important aspect of our educational program. Our main objective is the achievement of learning, and assessments are just a means towards this objective. Assessments are among the measures we take to understand the student's level of comprehension of a subject matter while at the same time providing a compass for our teachers to refine and enhance their teaching methodologies.

The assessments are NOT used to upgrade the child from one level of class to another.

Parents will receive an academic progress report designed to indicate the progress of their child with respect to the school's assignments, projects and assessments. It is a measure of the child's learning achievements.

Attendance and Punctuality

Punctuality is an important component of Islamic *adab* that we impress upon all of our students. Islam's entire system of prayers and acts of devotion are based on punctuality of time (prayers, fasting, etc).

It is important that students, parents and guardians understand the importance of arriving early for classes, as being late will mean students are going to miss on important aspects of their Islamic learning. Regular attendance on the part of the students is vital to the process of learning. A unit of study usually involves the development of a sequence of related understandings.

When the processes and content of learning are disrupted by irregular and late attendance, the student suffers a loss of experiences that cannot be entirely regained. Students who habitually miss class will suffer in the evaluation process because their participation and achievement cannot be fully assessed.

We seek parents' cooperation to ensure that their child/ward arrives at our Centre early as lessons will promptly begin at 9 a.m. Parents must inform the Centre if their child is not attending classes or will be late.

Dress Code

We do not require our students to wear a specific uniform, primarily because we do not want to burden our students and parents. At the same time, we welcome the diversity of fashion that our students use to express themselves. It's a good learning experience for students to understand the various styles of outfit that are acceptable within Islam. However, as an Islamic learning centre, we are committed to standards of simplicity, neatness, cleanliness, attractiveness, modesty and good taste.

The **MALE** students are required to wear clean **shirts** and **long pants** that are loose fitting and opaque.

The **FEMALE** students are required to wear **loose and opaque clothing**. They are **strongly encouraged** to wear the *hijab* clothing, covering their entire body except their face and hands. We are not making the *hijab* rule compulsory because we cherish the opportunity to explain to our female students the rationale and beauty of wearing such clothing, and getting them to wear the *hijab* with conviction and understanding.

Note to parents: While we strive to instill upon our students the Islamic guidelines of dressing, we request parents to dress modestly when they come to the Centre to fetch their child, and while attending centre-related activities (registration, book purchases, functions, trips, etc).

Homework

We do not have a policy of handing out homework because we understand the student's pressure of doing homework for their academic subjects (e.g. Math, English, Science, etc) in their daytime schools. We attest the importance of holistic learning, not just in the Islamic sciences but also in the non-religious sciences.

However, we may from time to time, hand out certain critical homework (e.g. memorisation of verses of the Holy Qur'an or Hadith) that the students need to complete. Students may also be required to conduct research as part of an assignment exercise. We seek the parents' support and cooperation to ensure that their child comply with the assignments given.

Parent-Teacher Meetings

Parents are encouraged to make appointments to meet their child's teacher(s) to learn about the academic progress of their child and the curriculum offered at the school. The school may also convene a parent-teacher meeting at its discretion.

Community Interaction Program

Islam is not an exclusive religion of any race or tribe, but a universal religion for all mankind. This is reflected in the concept of *habl min Allah* (relationship with Allah) and *habl min al-nas* (relationship with mankind). Through a positive relationship with God and mankind, we can manifest the teachings of our beloved Prophet Muhammad (*salallahu alaihi wasallam*) whom Allah described as *Rahmat al-'Alamin* or Mercy to the Worlds (Qur'an 21:107).

In the process of developing our young as model Muslims and human beings, not only must they develop their relationship to Allah, but also establish and develop their relationship to mankind and creations of Allah.

Our Centre will occasionally organise Community Interaction Programs (CIP) to develop and enhance community and civic responsibilities and values. All students (and participants) are required to participate in such programs.

Educational Field Trips

The Centre may organise field trips for educational purposes, within Singapore and outside of the country (e.g. Malaysia, Indonesia, Brunei, etc). These trips are intended to add variety and interest to the educational experience and to serve as tools for teaching and reinforcing information learned in the classroom. Prior to each field trip, parents will be notified and their consent will be needed before the child may participate in the field trip activity.

Discipline

The immediate purpose of school discipline is to preserve necessary order so that learning can take place properly. The long-term purpose is to promote self-discipline in students. We have relatively few rules, which can be grouped under the banner of good manners. By behaving with good manners, students are free to explore the learning opportunities available to them.

The Centre is committed to the establishment of a favourable learning environment for everyone. The students are here to learn, and great emphasis is placed on guiding each student to meet the standards of behaviour expected at the Centre, and as a Muslim.

Arrival Time

The Centre's lessons start at 9 am sharp and students are expected to arrive at the school by 8.45 am. **Parents must inform the Centre if their child will be late for class or absent altogether.**

Children who come late will miss out on valuable learning time. This may put the child behind in his/her academic work. Students who regularly come late will be counselled. Consistent latecomers will be further disciplined, while the Centre reserves the right to expel such students.

Dismissal Time

Students will be dismissed at specific times depending on the class session. Students must be picked up immediately after the dismissal time. To assure a safe and systematic flow of traffic, parents are expected to remain in the pick-up area and wait for their children.

The centre does not allow parents to fetch their child/children before the official dismissal time as it may be disruptive to classes and may result in the loss of valuable learning experiences. However, the Centre understands that there may arise some exigencies that may require a parent to fetch their child/children before the dismissal time. The parent may approach the Centre's office for such a request.

Absent from Class

If at any time a child is to be absent from class due to illness or a previously scheduled appointment, parents must call in to report the absence by 8.30 a.m. The Centre may call the residence to ascertain any unconfirmed absences to verify the absence of a child.

Change of Address or Contact Number

It is very important for the Centre to be able to contact parents by telephone, mail, and email. It is also important that the Centre maintains valid emergency contact details for each student. Parents should notify the Centre of any change of address, telephone numbers or contact details immediately.

Buying and Selling

The buying, selling, and/or promotion of products or services at the Centre are strictly forbidden unless it is an approved school activity for the sake of improving educational quality or facilities (e.g. book fairs, fundraising activities, etc).

Publicity and Promotions

The Centre may make use of student photographs, student names, student work samples and student's feedback for the Centre's publicity and promotions. Parents who wish to withhold permission from the school for using materials such as photographs of the student, the student's name, or student work must file a letter to that effect with the Centre's administration office.

Safety and Well Being of Students

The Centre takes a serious view of the safety and well being of our students. In the discharge of that responsibility, the Centre may randomly check the student's possessions (e.g. bags, etc) for the presence of objects or substances that may be illegal or one that poses a hazard or threat to the safety, well being and good order of the Centre and the students.

FREQUENTLY ASKED QUESTIONS

1. **Are all your lessons conducted in English?** Yes, all our lessons are conducted in English, while the Arabic language class is conducted in Arabic and English.
2. **What are the qualifications of your teachers?** All our teachers are madrasah graduates; they have the minimum of Thanawi Aliyah, which is equivalent to the 'A' levels, and some of them have a Diploma in Islamic studies, while some of them are pursuing diplomas and degree courses. They are all certified by the Islamic Religious Council of Singapore (MUIS) and the Asatizah Recognition Board (ARB) and have been issued with the Asatizah Recognition Certificate.
3. **What is the maximum number of pupils in a class?** We keep our class size smaller than what our students will have in their academic school. The maximum number of pupils in a class is 25, except for the Preschool level where the maximum number of pupils is 15 only.
4. **How do you assess the pupils as you do not have exams?** We assess the students through continuous assessments and project work. The assessments (open book) are conducted twice a year and the students' work will be graded so that we may have a good understanding of their comprehension of the subjects taught.
5. **Do you provide transport?** No, we do not.
6. **Do you have classes for pre-schoolers?** Yes, beginning 2009 our Centre has incorporated children in K1 and K2 classes. Please call 65474407 for more information or check our website www.simplyislam.sg.
7. **What if my child is not up to his level in his Islamic Education?** Our students are leveled according to their age (and academic class). In this way, they can be among their peers. Insha'Allah through our interactive methods of conducting the lessons your child will be able to keep up with the lessons. We only separate the students during the Qur'an lesson period, so that your child will learn and progress according to his Qur'an reading ability.
8. **My child is 12 years old and has studied Islamic Religious knowledge extensively in Pakistan for 5 years. Can he be placed in the higher level class?**
No. As mentioned earlier, all our students will be placed in a class in accordance to his age group and corresponding academic level.
9. **I have two children studying in the same level; can I just buy 1 set of books?**
No. Each child must have his/her own set of books. No sharing is allowed. If there is a financial constraint to purchase 2 sets of books, our Centre can arrange for some financial assistance. Please approach our Admin staff for assistance.
10. **If I have some of the books on your list can I opt not to buy them from you?**
Yes. You need not purchase any book if you already possess them. Please indicate your request when you are ordering the books.

11. **I can't afford the fees and books for my child to attend the weekend Islamic school. Do you provide assistance?** Yes, Insha'Allah. Efforts will be made to subsidise the school fees for families who are in financial distress. Availability of financial aid depends on the amount allocated to the student welfare fund, as well as the generosity of private donors.
12. **I may need to take my child out for a month or more from the weekend Islamic school (e.g. exams, travel, etc). Can I be exempted from the fees during the period of my child's absence?** No, unless an official withdrawal is made (subject to terms and conditions of withdrawal). Once withdrawn, the child will need to re-register if he/she wishes to re-join the weekend Islamic school, and the placement is subject to availability at the point of rejoining.
13. **Do I have to pay school fees during the June and December holidays?** Fees can be paid in full or paid in equal instalments over a period of 12 months. So, if you have paid the full fees, then there's nothing to worry or consider. If you have chosen to pay the fees in monthly instalments, then the answer is YES, you have to pay every month for 12 months, irrespective of whether the month is January, June or December, or whether your child attends the school or not. As long as the child is registered with the school, and has not withdrawn, then school fees continue to be payable.
14. **Why the 4-hour curriculum time at SimplyIslam's Islamic school? Is that too long?** The actual learning period is 3 hours 40 minutes, less the 20-minute break. Through our experience, effective weekly learning cannot be achieved in less than 3 hours because of the various aspects of Islamic learning – Qur'an, Hadith, Morals, etc. Students in general spend more than 25 hours a week in their academic school learning English, Mathematics, Science, etc. Given the importance of Islamic learning that will help to shape their morals and personality, we are convinced that a 4-hour curriculum time is a balanced curriculum period.
15. **Why is one of my children in a waiting list?** Due to our space constraints, few parents may experience having one of their children in a waiting list. To maintain an effective student-teacher ratio, we cannot crowd our classroom to a point of detriment. Nonetheless, please do not be alarmed as we will try our level best to provide a slot for your child.
16. **I wish to enroll my child for the Preschool level. He will only be 5 years old in June this year. Can I enroll him?** Yes, you may. As long as he will reach the age of 5 anytime from 1 January to 31 December of the enrolment year, he is eligible to enroll in Preschool level in that year. The same principle applies to other levels as well. The classes allocated are linked to their academic school levels so that students study among their peers.

Enquiries

More information about the Centre and its activities can be found on our website www.simplyislam.sg. For clarification or enquiries, please contact the Centre by calling us at Tel: **65474407**, or emailing us at enquiries@simplyislam.sg.

Acknowledgement of Terms & Conditions

I, _____

as a parent/legal guardian of the following children:

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

do hereby acknowledge that I have read the SimplyIslam Weekend Islamic School Parent/Student Handbook. I understand all of its contents and hereby accept the contents and its associated terms and conditions specified therein.

Signature

Date

Please submit this page, duly signed, to the administration officer at SimplyIslam.