



## Sharikatul Hussain Saturday Workshop Academic Year 2023/2024

### Enrolment Policy & Procedure 2023-2024

#### ACADEMIC YEAR OUTLINE

The academic year will run from September 2023 to July 2024.

**Existing students:** Must complete the enrolment process including payment of full fees or the enrolment fees by 31 August 2023 at the latest.

If both the enrolment form and full payment or enrolment fees is not made by the deadline date, the student's place at the Saturday Workshop, will be forfeited and they will be placed on a waiting list.

**New students:** Must submit an online application to the Workshop by 21 August 2023. The application will be reviewed, and we will inform parents via email if their child has been enrolled into the Workshop and fees will then be due at that time via Stripe, parents will receive an invoice.

#### **WORKSHOP TIMINGS:**

The workshop will run from 10:30am to 14:30pm.

#### **INFANTS – CLASSES P - 3**

During the Workshop Day, the infant students will learn cover the following four subjects: Tarbiyah Fun & Play, Tarbiyah Storytime, Wudhu/Salaah Actions, and Qur'an.

Break time: 12:00pm – 12:30pm and Mini break time: 13:45pm – 14:00pm

Assembly time: 14:00 pm – 14:30pm

#### **JUNIORS & SENIORS – CLASSES 4 - 11**

During the Workshop Day, the Junior and Senior students will learn cover the following four subjects: Tarbiyah 1, Tarbiyah 2, Fiqh and Qur'an.

During the Summer period times: Break time 12:45pm – 13:15pm and Salah time: 13:15pm – 14:45pm

During the Winter period times: Salah time 12:45pm – 13:15pm and Break time: 13:15pm – 14:45pm

During Salaah – Mini assembly for all. Discussing current Islamic events.

#### **HEADS OF DEPARTMENT:**

To create a structure at the workshop, following heads of departments have been appointed:

<b>Spiritual Guidance:</b> Sheikh Yusufali Dhirani and Sheikh Ali Abbas Malik	<b>Heads of Qur'an:</b> Sheikh Yusufali Dhirani and Sister Sukaina Dhirani & Team	<b>Heads of Infants:</b> Sister Ismat Merchant and Sister Sayyeda Muthaliff
<b>Heads of Juniors/Seniors Girls:</b> Dr Sukaina Asad and Sister Batool Salman	<b>Head of Juniors / Seniors Boys:</b> Brother Ali Abbas Panju and Brother Hasnain Valli	<b>Head of Tech / Admin section:</b> Brother Zishan Sajan Sister Hanifa Vanat



## Sharikatul Hussain Saturday Workshop Academic Year 2023/2024

### **MCE TARBIYAH SYLLABUS:**

Madrasah Centre of Excellence (MCE) have developed the Tarbiyah curriculum on a platform that utilises a variety of online learning methodologies to present information in an easy to understand and absorb format designed to be enjoyable as well as enlightening.

The online curriculum is based on an integrated syllabus, as opposed to the traditional approach of splitting topics into various subjects such as laws, history, and ethics. The syllabus is founded on a Qur'anic worldview and links all learning back to the Quran as its primary source.

**All students enrolled into the workshop will receive a log in to the MCE Digital portal.**

### **FIQH/WUDHU AND SALAH LESSON:**

This year, there will be a greater emphasis on the learning of subjects i.e., Fiqh, Wudhu and Salah, as it is vital that students fully comprehend them.

### **QUR'AN:**

Qur'an syllabus will incorporate Qur'an recitation, as well as memorisation and learning of the Tajweed rules as part of every lesson. All classes to benefit support from Qur'an Heads for additional material/content and enhance their learning of the syllabus as appropriate.

### **WAITING LIST:**

Class sizes will continue being capped for 2023/2024 due to lack of adequate staffing resources. For new students and any existing students that have missed their enrolment, they will need to go on a waiting list if the classes have reached their potential.

### **PARENT VOLUNTEERING:**

Parents/Guardians of infants' students must volunteer at the workshop by helping and assisting the class teachers, you will be contacted by the class teacher to arrange this when assistance is required. If no assistance has been offered this may result in class closures.

### **STUDENT BEHAVIOR/POLICY:**

The Saturday Workshop has implemented a behavior policy for the Junior and Senior Classes this year. There will be a trial initially from September to December after which it will be implemented in full from January 2024 to July 2024. Please refer to Behavior Policy 2023/2024 for further information. Parents/guardians will be required to attend the Saturday Workshop and sit with the student if any consistent behavioral concerns have been identified by the teacher.

### **STUDENT ATTENDANCE:**

All students will need to achieve an attendance of 85% or more to continue at the workshop in the next academic year. Please refer to Attendance Policy 2023/2024 for further information.

The assessment criteria will include attendance, and the assessment reports will include an attendance rating. If a student's attendance falls below 85%, it will affect their final grade and, in turn, their reward.



## Sharikatul Hussain Saturday Workshop Academic Year 2023/2024

### ONLINE PORTAL:

<https://sharikatul.classe365.com/>

The Workshop has an online Portal for management of admin work/fees/communication.

All existing Parents/Guardians and Students should have login details and passwords for our portal where they can re-enroll.

**IF YOU HAVE LOST OR NOT RECEIVED YOUR LOGIN DETAILS FOR THE PORTAL PLEASE CONTACT BROTHER HASNAIN KARIM - 07725 135617**

### EMAIL ADDRESS CHANGE:

Please use our new email address [admin@sharikatul-hussain.org](mailto:admin@sharikatul-hussain.org) for all correspondence.

### FEES 2023/2024

The fees for the Academic Year 2023/2024 are: **£135.00 per child.**

**Any existing students with standing orders, parents will need to cancel these.**

### *FEES SCHEDULE FOR 2023/2024:*

Please note the fees are payable even if the child is absent.

The total amount of fees per child is £135.00 per year.

**Enrolment fees: £65.00 (Payment through Stripe at Enrolment)**

**Workshop fees for the year £70.00 (Payment through Stripe at Enrolment or in instalments by 27th April 2024)**

If £65 Enrolment Fees and any unpaid 2023 fees is not settled at ENROLMENT, then the child's place for 2023/2024 at Sharikatul Hussain Saturday Workshop will NOT BE GUARANTEED.

**Unpaid 2023 Fees:** If full fees for Academic Year 2023 (Sept-Jul) have not been settled then we will not be able to accept re-enrolment applications for students where these are outstanding. Please contact us to discuss this matter via email.

**Fee Queries:** If you have any queries regarding our fees or wish to discuss fees in confidence with us, please let us know via email or speaking to anyone in the management team.

**Our bank account name has changed from Sharikatul Hussain Saturday Workshop to The Sun Behind the Cloud because the Saturday Workshop is in the process of becoming a Charity.**

**PLEASE MAKE ALL YOUR PAYMENTS VIA STRIPE.**



## Sharikatul Hussain Saturday Workshop Academic Year 2023/2024

### EXISTING STUDENTS- RE-ENROLLMENT PROCEDURE

Enrolment for these students for the 2023/2024 academic year (September 2023 to July 2024) will commence on **14<sup>th</sup> August 2023** and end on **21<sup>st</sup> August 2023**.

**IF YOU HAVE LOST OR NOT RECEIVED YOUR LOGIN DETAILS FOR THE STUDENTS PORTAL PLEASE CONTACT BROTHER HASNAIN KARIM- 07725 135617 or EMAIL [admin@sharikatul-hussain.org](mailto:admin@sharikatul-hussain.org)**

### RE-ENROLLING CURRENT STUDENTS

We will be using the **STUDENTS PORTAL** for all re-enrolments, you should have received these log-in details for your child/ren. If you have forgotten the details, please select 'Forgot username/password?' and follow the steps. Alternatively, you can contact us as above.

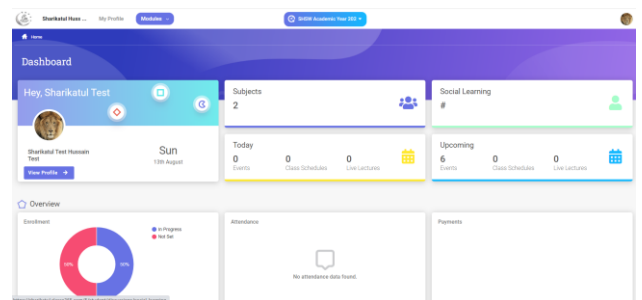
1. Go to the ONLINE PORTAL: <https://sharikatul.classe365.com/>

Click on **SIGN IN AS STUDENTS** and enter the login and password emailed for each of your child/ren.

If you have forgotten the details, please select 'Forgot username/password?' and follow the steps.



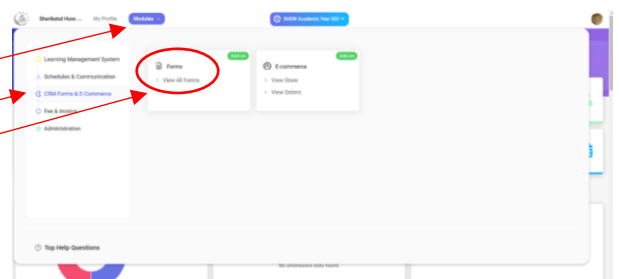
2. You will see a similar screen as:



**TO RE-ENROLL YOU WILL NEED TO COMPLETE A RE-ENROLMENT FORM AND MAKE A PAYMENT AS BELOW:**

3. To access the Re-Enrolment form:

Click on **MODULES** at the top  
Click on **CRM FORMS & E-COMMERCE**  
Click on **VIEW ALL FORMS**

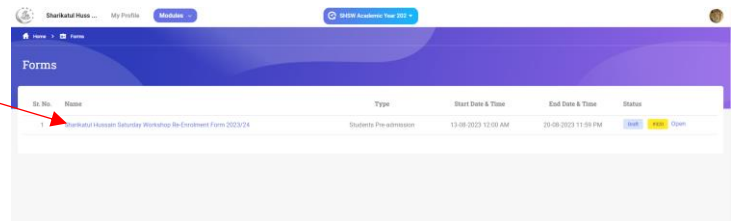




## Sharikatul Hussain Saturday Workshop Academic Year 2023/2024

4. You will see this screen:

Click on Sharikatul Hussain Saturday Workshop Re-Enrolment Form 2023/2024



5. Complete the personal information and consents on the form.

### THEN PROCEED TO MAKE A PAYMENT:

6. You will see this screen. £65.00 is mandatory Enrolment fees. If you wish to pay the workshop fees of £70.00, please check this box- the total will then say £135.00.

(Otherwise an invoice will be added to the students account and the fees will need to be settled by 27th April 2024.).

7. Then click on submit after consenting.

Fees Mandatory Fees

SHSW Enrolment Fee 2023-2024 65

Other Fees

SHSW Workshop Fees 2023-2024 70

Total 65.00

SHSW Fee's 2023-2024 (September to July) The fees for the Academic Year 2023/2024 is: £135.00 per child. TO BE PAID ONLINE VIA STRIPE. Enrolment fees: £55.00. MANDATORY FOR EACH CHILD- Payable at Enrolment on the next step via STRIPE. Workshop fees for the year £70.00- Please select this option if you would like to settle these fees now. Otherwise an invoice will be added to the students account and the fees will need to be settled by 27th April 2024. If you have any concerns or encounter any problems, please contact Sharikatul Hussain via our new E-Mail Address- admin@sharikatul-hussain.org or alternatively you can contact Br Hasnain Karim- 07725 135617.

8. Please complete payment through **STRIPE** by clicking Make Payment

Sharikatul Hussain Saturday Workshop Re-Enrolment Form 2023/24

Payment

Payment Amount 65.00 GBP

Payment Process By

stripe

Make Payment

9. This will take you too the following screen to enter your card details.

10. If you have more than one child you will need to complete this process again. Otherwise you shall receive email notification once your child/ren have been enrolled into the workshop.

The Sun Behind The Cloud Ltd

SHSW Enrolment Fee 2023-2024

£65.00

Card information

United Kingdom

Pay

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**PLEASE MAKE ALL YOUR PAYMENTS VIA STRIPE.**



## Sharikatul Hussain Saturday Workshop Academic Year 2023/2024

### NEW STUDENTS- ENROLMENT PROCEDURE

Please complete the Sharikatul Hussain Saturday Workshop NEW STUDENT Enrolment Form 2023/24:

<https://sharikatul.classe365.com/form/view/newstudentenrolment2023-24>

Enrolment for these students for the 2023/2024 academic year (September 2023 to July 2024) will commence on **14<sup>th</sup> August 2023** and end on **21<sup>st</sup> August 2023**.

Please submit an online application to the Workshop by 21<sup>st</sup> August 2023:

<https://sharikatul.classe365.com/form/view/newstudentenrolment2023-24>

The application will be reviewed, and we will inform parents via email if their child has secured a space at the Workshop and fees will then be due at that time. **PLEASE DO NOT MAKE ANY PAYMENTS UNTIL YOU ARE AWARE YOUR CHILD HAS SECURED A PLACE.** This may be after 30 August 2023.

In all cases of New Student enrolments all students will be placed in the same class they are in mainstream school.