



# IANL ACADEMY

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## INFORMATION & CODE OF CONDUCT 2020/2021

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*Head Teacher: Imam Shokat*



Islamic Association of North London



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# AIMS & OBJECTIVES

Our aim at IANL Academy is to help our pupils to learn, understand and implement the beautiful core teachings of Islam. We aim to deliver teaching of the highest quality in a professional, structured and disciplined manner, and with the underlying objective to enable the pupils to build a strong connection with Allah, and establish the best character, conduct and moral values that are embodied in the Sunnah of the Prophet (saw), and are of so much importance for a Muslim living in the West.

We appreciate the importance of creating a safe and nurturing environment that is friendly, understanding and intellectually stimulating for the pupils in order to allow them to enjoy and truly benefit on this blessed and rewarding path of seeking knowledge. In addition to learning the foundation principles of Islam, we aim to help the pupils develop many key skills that will assist them in their other studies and outside the classroom, such as building confidence, being able to work alone or thrive in a team, and developing routine and good habits.

“Whoever travels a path in search of knowledge, Allah will make easy for him a path to paradise”

- Prophet Muhammad (saw)  
[Sahih Muslim]

We encourage and promote at the heart of our teachings the importance of pupils showing respect, tolerance and kindness to others in society (whether Muslim or Non Muslim), and striving to be of those that benefit others and leave the world a better place.

*“The best of you are those who learn the Quran and teach it.”*

– Prophet Muhammad (saw) [Sahih Al Bukhari]

*“The believer is kind and gracious, for there is no goodness in one who is neither kind nor gracious. The best of people are those who are most beneficial to people.” – Prophet Muhammad (saw) [al-Mu’jam al-Awsat]*

# ACADEMY INFORMATION & CODE OF CONDUCT

In this section we have outlined all key information relating to the general functioning and operations of IANL Academy, as well as the Code of Conduct guidelines, which all parents / guardians and pupils must operate within.

## 1. IANL Academy Location and Times

All classes are held at IANL, 683-685 High Road, London N12 0DA. Boys classes take place on the first floor, and girls classes in the basement.

IANL Academy currently offers Standard Classes (covering Quran / Qaidah & Islamic Studies) and Hifdh Classes (covering memorization of Quran). All classes take place between 5-7pm.

### **Boys (Aged 6 – 17yrs):**

- 3-day Standard Classes (Mon/Wed/Fri)
- 2-day Standard Classes (Tue/Thur)
- 2-day Hifdh Class (Tue/Thur)

### **Girls (Aged 6 -17yrs):**

- 3-day Standard Classes (Mon/Wed/Fri)

*\*Please note that the structure of these classes may temporarily change due to Covid-19 protocols potentially affecting the number of pupils allowed & days of operation.\**

Provisional term dates for the 2020/2021 Academic Year are as follows:

**Term 1: 5<sup>th</sup> October – 24<sup>th</sup> December**

**Term 2: 4<sup>th</sup> January – 31<sup>st</sup> March**

*There may be additional optional classes in Ramadan.*

**Term 3: 17<sup>th</sup> May – 23<sup>rd</sup> July**

To ensure that all our pupils receive maximum learning time, it is of great importance that every pupil attends on time.

In light of COVID-19 safety protocols, students should not arrive at IANL more than 10 minutes before the class begins, and should register with the Academy immediately on arrival. Punctuality is essential, and in order to facilitate this, the door to the classes will be locked at 5:10pm and **entry will not be granted to any pupil after this time. IANL ACADEMY does not accept any responsibility for pupils who are not allowed into class due to late arrival. We strongly advise not to send your child to class if he / she is likely to arrive late.**

All pupils must abide by the queuing protocols & instructions of staff and volunteers. It is not envisaged that pupils will need to queue for long periods in the courtyard, except if the time clashes with salaah.

We aim to encourage pupils to practice what they learn, hence why we require pupils to ensure they offer salaah in Jamaah during class hours.

Therefore if there is a Jamaah at 5pm, all pupils should arrive at the latest by 4:55pm so that they can register and pray the salaah in Jamaah. Salaah in Jamaah for the pupils will be held in their classrooms, and not in the main prayer hall.

If there is a Jamaah starting prior to 7:05pm, pupils are expected to stay until the completion of the salaah before leaving.

Pupils arriving late for class will face disciplinary action in accordance with section 12 below.

No pupil will be allowed to leave the class early unless permission has been granted by the parent and communicated to the teachers in a suitable manner.

Parents should collect their children as soon as the class ends (either 7pm or after the salaah if the jamaah is prior to 7:05). IANL does not accept any responsibility for children once this time ends.

In case of an emergency where a parent is supposed to collect a pupil but is unable to do so, it is essential that the parent informs the teachers/staff at IANL Academy and spends the waiting time in their company. The pupil should not talk to strangers or wait at the Masjid without informing the IANL Academy staff.

## 2. Class Structure & Curriculum

Pupils are generally placed in classes that fit their age bracket. However, in some instances (particularly for Qaidah) pupils may be placed in a class that matches their ability & level of knowledge.

Standard Classes follow the following curriculum:

- Qaidah (how to read the Quran with correct pronunciation) & Quran Recitation (with tajweed)
- Islamic Studies (covering aspects of fiqh, aqeedah, adab, and Stories of Prophets) using the An Nasihah Curriculum
- Duas
- Small surah memorisation

Hifdh Classes only cover memorization of the Quran

*\*Please note that the structure of these classes may temporarily change due to Covid-19 protocols potentially affecting the number of pupils allowed & days of operation. It is possible that some classes may (especially if teachers are unavailable or circumstances lead to a closure of IANL) be taught remotely via phone calls, Zoom, or pre-recorded online teaching videos.*

*Where IANL Academy provides access to pre-recorded online teaching videos, it is essential that these videos are only accessed & viewed by a fee paying pupil, and are not shared with other individuals. This is an amaanah / trust- and any breach will be considered a serious matter that may result in exclusion from IANL Academy.\**

### 3. Fees

All parents must pay a Registration fee of £60 per pupil on acceptance of a place at IANL Academy. This is a non-refundable one off payment, and is in addition to the term fees.

Term fees are paid on a term-by-term basis, and all parents are responsible for ensuring that fees are paid prior to the deadline.

**Fees must be paid prior to the start of term, and pupils will not be enrolled or allowed entry if term fees have not been pre-paid.**

The term fee structure for 2020 / 2021 is as follows:

- All 3-day classes are £150 per pupil per term.
- All 2-day classes are £100 per pupil per term

*Please note that there may (at the sole discretion of IANL Academy) be a special one-off discounted rate for the first term of 2020/2021 due to the impact of COVID-19 reducing the term length.*

Please note that there are no early payment or sibling discounts in operation.

If the term fees are not paid by the payment deadlines, the pupil may lose their place at IANL Academy and will have to re-apply and re-register to join if they wish to attend again (and therefore will have to pay the Registration Fee of £60 again).

New pupils will receive a special Welcome Pack (Quran/Qaidah/Tajweed book, Dua book, Islamic Studies books and shoulder bag – total RRP: £25), included within the Registration Fee.

No fees will be refunded if a child is suspended or excluded, or is absent from classes for any reason. Fees will also be reviewed annually.

If you are experiencing financial difficulties and unable to afford the fees, please speak to the IANL Academy team immediately. At our discretion we may be able to offer financial assistance. In order to facilitate this, IANL Academy will require you to fill an extra form disclosing your personal finances (as well as providing bank statements etc).



## 4. Covid-19 Protocols & Hygiene

Due to the on-going COVID-19 pandemic, many of our operating procedures & protocols have changed significantly in order to accommodate & promote infection-control measures & practices. These measures are set out in detail in our robust internal Risk Assessment, as well as the Parental Covid-19 Agreement & Parental Information Sheet (both provided on registration). As a summary, some of the measures we have taken include:

- PPE provided to staff and volunteers. Hand sanitisers will be widely available on arrival and in class.
- Cleaning of classrooms & accessible toilet/wudhu areas will take place pre & post classes.
- Social distancing will be maintained between pupils & worshippers. Pupils will be kept in “bubbles” in so far as reasonably possible & practicable (based on location of class and days of attendance).
- Informing parents by email & WhatsApp (if you are not in the parental WhatsApp group - please message 07414 850 547 to be added) if your child / a child in the same “bubble” displays symptoms of COVID-19

If a pupil has any symptoms of COVID-19, the parent must immediately follow government guidance on isolation & testing, and inform IANL Academy. Pupils should not return to class until they have followed the government guidelines, and until it is safe to do so.

As a general rule, parents will **not** be allowed into the courtyard/Masjid.

The only exception is if the following 3 conditions are all met:

- (i) It is time for salaah;
- (ii) The parent has pre-registered to attend the salaah; and
- (iii) The parent meets the conditions for salaah (i.e. has a shoe bag, prayer mat etc.)

Only under such circumstances will a parent be allowed entry.



## 5. Stationery, Books & Prohibited Items

All pupils must bring their own stationery and notebooks to class.

All pupils are required to bring their own books (including Quran) to class each day. The books should be in accordance with the Indo-Pak script, unless the teacher gives permission otherwise. The pupils will not be allowed to use the copies of Quran at IANL.

Pupils will be given a homework diary – which the parent **must** sign off before the pupil returns back to class. Warnings and important issues (including disciplinary) may be highlighted to the parents through teacher's notes in these homework diaries.

Each class has its own coursebook & workbook as outlined in section 2 above. Pupils can purchase additional copies from IANL Academy for under £10.

Any dangerous or anti social items (including items such as lighters, cigarettes and pen knives) will be confiscated by the teacher and only returned on receipt of a letter by the parent requesting it.

Chewing gum is prohibited at IANL Academy.

Mobile phones are permitted but **MUST NOT** be “on” or taken out of the pocket. If the teacher finds that it has been taken out of the pocket, it will be confiscated. Again, parents will have to contact the teacher to reclaim the item.

## 6. Homework and Exams

Throughout the term it is important that all pupils are encouraged by their parents to engage in a routine of self-study / family-study outside the classroom. A simple routine of reviewing the class notes each day at home can result in major improvements for the pupil over the course of a term.

To compliment this, a pupil will be given some homework to do. This will enable the teacher to monitor his progress and to offer him the required help if needed. It also allows parents to know the content being taught to the pupil, whilst allowing the pupil to develop skills and learn time management. Homework will always be a revision of an existing topic covered in class, and should usually not take more than 30 minutes to complete. It is essential that parents sign the homework diary to show that they are aware that the homework was provided and completed.

If for any reason a pupil is unable to complete the homework, then the parent should provide a letter explaining the reasons why. Failure to complete homework assignments without a valid reason will result in disciplinary action.

Exams will be held twice a year. In order to ensure that the standard of teaching remains high and pupils can progress within their age group, pupils who fail the exams may be asked to perform a re-sit, may be placed in a younger class (if deemed appropriate by the teachers), or may be permanently excluded from IANL Academy if the examination performance falls below the required standard.

## 7. Absence from IANL Academy

In order for pupils to maximise their potential and make significant progress, it is essential that they are consistent in attending classes throughout the term. Absences can significantly affect a pupil's progress, and for this reason we require all pupils to have an attendance rate of 85%.

All absences must be authorised by the parents. Therefore if a child is unable to attend IANL Academy for any reason, the parent must inform the teacher by calling, emailing or sending a message before the class begins at 5pm. If for any reason a prior notification is not possible, then a signed note by the parents must be delivered to the teacher the next day. Any absence without authorisation by the parents may result in disciplinary action.

Any pupil who is absent from IANL Academy for more than 10 days in a term without providing a reason that is acceptable to the teachers (i.e. sickness) will lose their place for the rest of the term and will have to re-apply for admittance. The re-admittance is not guaranteed. Parents are advised for this reason to avoid taking their children on holiday during term times.

## 8. General Behavior & Uniform

### Respect / Manners

Good behavior is of paramount importance in Islam, and especially for students of the religion attending classes in the Masjid. All pupils must show respect to the teachers and their fellow classmates at all times. Misbehavior will not be tolerated and may result in disciplinary action.

This includes abstaining from all foul language, and committing any action that may be deemed abusive, anti-social or unbefitting of a Masjid environment. Pupils are also expected to avoid shouting and making noise in the Masjid, and avoid damaging any property.

### Food & Use of Toilets

Pupils should not eat / drink during class unless a medical condition necessitates it. If a pupil has a genuine need to attend to the toilet, this will be granted. However, due to the limited facilities and short time available for teaching, it is advisable that pupils avoid using the toilet during the class unless it is an emergency. If a teacher adjudges that a pupil is unnecessarily wasting time by taking too long / too many toilet breaks, the parents will be informed.

### Uniform

IANL Academy has a dress code that all pupils must adhere to. Failure to adhere to the uniform requirements may result in a pupil not being allowed entry to IANL Academy.

The dress code for boys is a White Thobe (also called a Jubba) and White Cap (Topi), and for girls is a plain Black Abayah and plain Black Scarf (with no beading / patterns).

Underclothing (i.e. t shirts, jeans etc) must not be visible, and no jewellery is allowed to be worn, except a watch.

As a Muslim, personal hygiene is also of great importance. Therefore, pupils should ensure that their clothes are clean, and that they have made wudhu at home prior to coming to class.

## 9. Child Safety

Parents must ensure that the pupil arrives at IANL safely on time, and is picked up on time.

On arrival at IANL all pupils must go straight to their classroom and report to the teacher present.

Classrooms have been exclusively designated for pupils and staff of IANL Academy and no other persons (including parents) are allowed entry during the operating hours of IANL Academy, except if granted permission by the teachers.

All boys should use the toilet facility provided on the 1<sup>st</sup> floor whilst attending class, and should not go to the Main Prayer Hall or Basement Wudhu area without the permission of the teachers. All girls should use the toilet facility provided in the basement – and should be accompanied by the teaching assistant.

IANL Academy is not responsible in any way for any accident or injury incurred by a pupil whilst travelling either to or from IANL.

Parents must inform the teaching staff of any medical conditions relating to the pupil and any medications that may need administering during the operating hours of IANL Academy. Please ensure this information is mentioned verbally to the Head Teacher and filled out on the relevant Medical Information form (copy available on request).

In case of a minor accident or injury being incurred on site during the operating hours of IANL Academy, staff who are qualified first aiders will be made aware of the situation in order to administer basic first aid treatment (plasters / bandages etc) to the pupil.

We will ensure that all adults working with pupils are DBS cleared.

## 10. Anti Bullying

It is essential that every child at IANL Academy feels safe and secure, and is able to participate comfortably in classes without the fear of intimidation and bullying. Hence any form of bullying will not be tolerated and will be dealt with seriously.

As there is no legal definition of bullying, we have chosen to define it as behavior that is systematic and on-going, and is deliberately hurtful and distressing to the victim. It can be in many forms including physical, verbal, psychological, and social (through means such as exclusion), and is often targeted at those who cannot defend themselves.

We believe that it is the combined responsibility of the teachers, pupils and parents to ensure that bullying does not occur at IANL Academy. Therefore any parents or pupils, who suspect that bullying may be occurring, must report the matter to a teacher or member of staff.

## 11. Discipline

Where a pupil is in breach of this Code of Conduct, then they may face disciplinary action. Such action will *normally* take the following form:

- 1<sup>st</sup> breach – Verbal warning to pupil
- 2<sup>nd</sup> breach – Contact with parents (either through homework diary / WhatsApp message / email or phone call)
- 3<sup>rd</sup> breach – Further contact with parents (again through the same methods). Alternatively a meeting with parents or a suspension may occur.
- 4<sup>th</sup> breach – Permanent exclusion from IANL Academy and forfeiting of all fees paid

Although it is expected that most breaches of this Code of Conduct will follow the course of action above, where the teachers deem the breach extremely serious or wholly unacceptable (or where parents regularly fail to respond to communication from the Head Teacher), then IANL Academy reserves the right to permanently exclude the pupil without giving prior warnings. Such an action by IANL Academy will only be taken if no other solution is deemed applicable or effective under the particular circumstances.



## 12. Parents Evening & Awards

Typically once each term, IANL Academy will host a Parents Evening. This is an integral means of communication between the teachers and parents, and is a chance to discuss the pupil's progress and give advice / suggestions on how to improve in the future.

In addition we believe that it is important for pupil's efforts and hard work to be rewarded appropriately, especially as it can be an added motivation for future improvement. We will therefore issue reports after each exam period detailing their marks and the progress they've made with their Islamic studies, in addition to highlighting their general akhlaaq and attendance.

There will also be a Presentation Day after the summer exams in which upto three prizes will be given in each class. These prizes will be given to the two highest performing pupils, and the pupil who demonstrates the best akhlaaq, attendance & effort. Parents are welcome and encouraged to attend.

*Please note that in light of COVID-19, it may not be possible to host Parents Evening on-site, or to allow parental entry for Presentation Day.*

## 13. Entrance & Selection Criteria

We are very proud to host pupils from many diverse ethnic, social and education backgrounds.

Prior to entrance at IANL Academy, we may ask to meet with the parent(s) and prospective pupil in order to discuss the policies of IANL Academy, and may ask the prospective pupil to sit a short test to determine whether they are a suitable fit.

Although the classes tend to be grouped according to age group, this is sometimes adjusted if a prospective pupil has an advanced background in Islamic studies prior to joining IANL Academy.

Due to our limited capacity, prospective pupils may be added to the waiting list if no spaces are available in the relevant age category.

Children who already have siblings in IANL Academy, and those who live in closer proximity to IANL Academy will be given priority if the demand exceeds supply of places available.

All new pupils who are accepted into IANL Academy must pay a non-refundable £60 registration fee, in addition to the thrice-yearly term fees. Please see section 3 for more information.

## 14. Our Head Teacher

We are very proud and honored to have Imam Shokat Patel as our Head Teacher.

Imam Shokat completed his Hifdh in London before spending 7 years in India graduating as an Alim at the prestigious Darul Uloom Arabiyya Islamiyya Kantharia. He then returned to the UK and spent the last 18 years teaching at the Darul Uloom in Kent and Quwwat ul Islam (Forest Gate), in addition to spending 5 years with Safar Academy. He specializes in teaching tajweed, tafseer and hadeeth.

Imam Shokat was appointed in 2016 as a full time Imam at IANL (having worked as a part time Imam over the last 10 years).

He is renowned amongst the IANL community for his excellent tajweed, for delivering articulate & beneficial khutbahs, and for his hadeeth and reminder series after salaah.

Outside of his work, Imam Shokat enjoys reading, writing, football and badminton. He has also participated in numerous charitable events, including climbing a mountain for Ummah Welfare Trust, and presenting the Salam Cup.

## 15. Complaints

IANL Academy operates with a policy of transparency and openness, and we are always happy to answer questions, explain our practices, and alleviate any concerns that parents may have. In addition, IANL Academy fully understands that a respectful and supportive partnership between teachers and parents can be very effective in enabling pupils to feel motivated and excel in their studies. For this reason we are always open to feedback, suggestions and complaints from parents, although we ask that this is done in the prescribed manner below to ensure that Islamic morals and virtues are maintained throughout. We would also like to mention that in most cases we are confident that these are related simply to misunderstandings that are easily solvable in an amicable way during a short meeting or discussion.

### Protocol for complaints:

If the matter is related to general feedback or suggestions – this can be given on the phone, or by means of a note.

If the matter is related to a complaint – this should be given in writing (by email to [ianlacademy@ianl.org.uk](mailto:ianlacademy@ianl.org.uk)) or in a pre arranged face-to-face meeting with the teacher or member of staff (with the pupil absent from discussions).

If the parent chooses to write an email, please allow up to 7 working days for a reply so that the staff can arrange a time to discuss the complaint sincerely and as a group.

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## 16. Contact with Parents

IANL Academy will keep in touch with parents through a wide range of communications including notes in the homework diary, phone calls, WhatsApp messages, emails & letters given to the pupils or sent in the post. For this reason, it is essential that IANL Academy always have up to date contact details for the pupil's parents.

# IANL ACADEMY CONTACT DETAILS

If you have any questions or comments, please do not hesitate to contact us on by the following methods:

Write to:

IANL Academy  
683-685 High Road  
London N12 0DA

Contact Numbers & Email:

IANL Academy (Administration & Head Teacher): 07414 850 547

IANL Academy (for contacting girls classes during madrasah hours): 07480 710 345

Email at: [ianlacademy@ianl.org.uk](mailto:ianlacademy@ianl.org.uk)

Website: [www.ianl.org.uk](http://www.ianl.org.uk)



Prophet Muhammad (saw) has said:

“When Allah wishes good for a person,  
He makes him understand the religion.”  
[Bukhari]

“When a man dies, all his deeds come to  
an end except three: an ongoing charity,  
beneficial knowledge or a righteous child  
who will pray for him.”  
[Muslim]

“There should be no envy except in two  
cases; a man to whom Allah has given  
(knowledge of) the Quran, so he stands  
to recites it during the night and day,  
and a man to whom Allah has given  
wealth, so he spends it (in good deeds)  
during the night and day.”  
[Muslim]