

Sandton Islamic Association

Physical address: 94 Coleraine Drive, Duxberry, Sandton
Postal address: Suite 699, Postnet, Private Bag X9 Benmore,
Telephone: 011 784 8196

MADRESSAH

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Prospectus, Code of Conduct &
Application Forms

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Application Process

Should you wish to enroll your child at Sandton Islamic Association (SIA), the following would need to be completed and submitted to the Principal (principal@sia.org.za) :

- SIA: Madressah enrolment application form (pg. 13)
- Debit order form (pg. 14)
- SIA Madressah Database form (pg. 15)

Electronic copies of these can be requested by emailing principal@sia.org.za

Classes

At Sandton Islamic Association we offer the following grades:

- Grade R – 7 (Ages 5 and UP).
- Open Class from Grade 8 upwards
- Saturday Classes
- Hifz Classes for Boys

The following classes are in the pipeline and will be introduced in 2019 Inshallah :

- Hifz Classes for Girls
- Adult Classes

Fees

The fee structure for 2019 is as follows:

No. of learners	Fee p.m. (11 months)**	Annual fee	Annual fee discount if settled by end Jan 2019
One	R 650	R 7 150	R 6435
Two	R 1150	R 12 650	R 11 385
Three	R 1 650	R 18 150	R 16 335
Saturday class	R 550	R 6 050	R 5 445

All fees are payable over 11 months, from January – November, with an annual fee discount for payment in full by end Jan 2019.

- Reports will not be issued for non-payment of fees.
- If fees cannot be afforded, please contact the Principal.

Payment method

Fees are due and payable by the 7th day of each month, or by the 3rd week of every term or annually before the end of first term. No other payment form will be acceptable.

Fees can be paid by direct deposit, bank debit order or bank transfer. Please use your child's full name and surname for reference purposes to ensure that we allocate the payment correctly.

Fees are payable as usual during school holidays and absences. There is a one term notice period that is required for any student who wishes to leave the Madressah. Should the student leave the Madressah without the required notice period issued in writing to the principal, the parent / guardian will be required to pay the full terms fees.

Banking Details

SANDTON ISLAMIC ASSOCIATION

Bank:	Standard Bank
Account Number:	021-532-214
Branch:	Sandton City
Branch Code:	018-105
Reference:	(child's surname and student number)

(Please see **Annexure A** for Bank Debit Order Instruction)

Illness

Kindly call the respective teacher if your child is unable to attend Madressah on a particular day due to illness. Also inform the teacher if your child has any health problems or allergies. If your child is on any particular medication that might have to be taken during Madressah hours or in an emergency, please hand this to the teacher yourself along with clear written instructions.

If your child is ill, please keep him/her at home as this will speed up the recovery process and protect the health of the other learners. Parents will be contacted if their child becomes ill at Madressah.

In case of an emergency, the child will be taken to the nearest medical facility. The account will be for the parent to settle. If the situation permits for consultation with the parent around which medical route to take, then this will be adhered to provided the parent is contactable.

Personal Property

Please do not send your child with any toys or personal items to Madressah. We will not be held responsible if the item is lost, damaged or stolen

Under no circumstances will any learner cell phones or electronic devices be allowed at the institution. If there is a real requirement for your child to be in possession of a cell phone, then please discuss this with the Principal and he will ultimately review and make a decision. Should your child default on this device requirement, the item will be confiscated and returned at the end of the term.

Madressah Hours

Please ensure that you abide to the Madressah hours. Please be respectful regarding drop off and pick up times to ensure you do not compromise your child's security and well-being. The SIA cannot be held responsible for events that occur outside of Madressah hours. Teachers are available 5 min before and 5 min after Madressah.

Madressah hours are strictly as follows :
15h00 - 16h45 for period 1 May – 31 July
15h00 – 17h00 for rest of the year

Madressah times for Ramadaan will be communicated in the month preceding Ramadaan

Please can we humbly request that you apply the same level of punctuality with your kids Madressah times as you do with their secular education.

Holidays

The Madressah system consists of 3 & 4 term calendars. This might vary at times. Attached is the Calendar for the respective terms.

Security

A security guard will be on duty at all times. Please do remind your kids to extend common courtesy greetings to the security guard on duty. Please do respect the instructions of the security guard at all times.

General Behavior

The Madressah and all members of staff are here for the benefit of your child. Whilst we strive to create the appropriate environment, your support as a parent will be invaluable in setting and maintaining the standards which we aspire to achieve.

Madressah Database

It is imperative that we have accurate contact details for all parents and learners. Should your contact details change at any point during the year, please inform the relevant Educator via the normal communication channels and also send an email to principal@sia.org.za with the amended contact information

Relevant Madrassah Contact Details

Name	Role	Mobile Number	Email	Preferred Method of Communication
Qari Muhammad Yaeesh Ally	Principal	084 926 7475	principal@sia.org.za	Call or Whatsapp
Appa Leila Motala	Educator	073 912 7881	Leila.motala@gmail.com	Call or Whatsapp
Appa Romaana Rajah	Educator	060 975 5175	Romaana.rajah@hotmail.co.za	Call or Whatsapp
Appa Nazeerah Randeree	Educator	060 525 2424	nazeerah20@gmail.com	Call or Whatsapp
Sheikh Issa Shaibu	Educator	083 444 7054	Shis.fish@gmail.com	Call or Whatsapp
Sheikh Aman Ntiya	Educator	082 489 3303	Aman.ntiya@gmail.com	Call or Whatsapp
Appa Tasnim Hendricks	Educator	081 478 5475		Call
Appa Rabia Rajah	Educator	082 944 8953		Call
Ziyaad Munshi	Committee Member	083 664 1997	zmunshi@sia.org.za	Email
	PTA		pta@sia.org.za	Email

Please refrain from putting calls through to the teaching fraternity during Madressah hours as it disrupts classroom learning. Adhoc sessions with Educators around your child's learning also disrupts their personal time. We humbly request you arrange for an appointment slot a day in

advance should there be a need to discuss your child's learning with an Educator. All appointments need to be outside of Madressah hours.

General

SIA prides itself on being a forward thinking institution and as such we maintain an open door policy. Should you have any queries or complaints, please direct it in writing to the Principal (principal@sia.org.za). Should you not be satisfied with the response/outcome and require to take the matter further, then please do address this in writing to the SIA Committee member responsible for Madressah affairs (zmunshi@sia.org.za)

Considering that it takes a "whole village" to raise a child, we seek your indulgence to make us aware of your ideas, suggestions, valued comments and motivations to continuously improve and further the Madressah.

Sandton Islamic Association Regulations and Code of Conduct

Every educational institution has a set of regulations that learners & educators need to abide by. The intention is to ensure that the institution provides learners and educators with the right to operate in a secure and orderly environment. It also provides parents with the right to expect that their beloved children will be educated in a purposeful environment in which the principles of care, respect and courtesy for the rights of the Institution and others is not violated.

As a result, the Madressah has a set of regulations that have been described below. The categorization and merit system is not meant to intimidate Learners and Parents. However, it is important that the Madressah has a system in place to govern its rules and regulations to ensure that the sanctity of the institution is respected at all times.

For this, we implore Learners & Parents to respect these and abide by them at all times.

- **Dress and grooming (*category 1 offence*)**

- General appearance:-neat, tidy and respectable

- Boys: Kurtas (Islamic attire)

Trousers, to be above their ankles and below knees at all times.

Wear a topi at all times. (Topi style at the discretion of the teacher / principal)

- Girls: black cloaks only

Wear a black head-scarf/covering
No nail polish, cosmetics or jewelry

- **Jewelry (*category 1 offence*)**
 - No rings, chains, earrings (boys) or any other forms of jewelry allowed.
 - Only medic-alert bracelets or chains may be worn
- **Hair (*category 1 offence*)**
 - Boy's hair to be kept short and tidy. Must be even length.
 - No steps, hair in the eyes, no gel, no dyeing of hair permitted.
 - In the final analysis, the principal of the Madressah will decide as to whether a hairstyle is acceptable or not.
 - Madressah reserves the right to ask parents to take their son for a haircut.
 - Two-day grace allowed for hair to be cut. (*category 2 offence*)
- **General behavior (*category1- 3 offence*)**
 - Fighting: no physical abuse or bullying of any kind (*category 3 offence*)
 - Dishonesty: is considered a serious offence (*category 2 offence*)
 - Theft: major offence (*category 3 offence*)
 - Chewing gum: prohibited at all times (*category 1 offence*)
 - Cheating: any form of cheating in tests or examinations is unacceptable and a learner will receive a "0" for the test/exam, as well as other disciplinary measures. (*category 2 offence*)
 - Vandalism: willful destruction of property or tampering with equipment will be viewed in a serious light. Graffiti is unacceptable. (*category 3 offence*)
 - Environment: encourage students to keep the environment clean. Littering not acceptable. (*category 1 offence*)
 - Offensive/Inappropriate material: possession of any form of offensive or inappropriate material is unacceptable (*category 3 offence*)
 - Cell phones/electronic equipment: no cell phones, unless pre-authorized by the Principal / Teacher will be allowed. Any student found with a cell phone, or found abusing it where permission to bring one along has been granted, will result in the phone being confiscated

and returned at the end of the term. Repeated breaches of this rule will result in the cell phone being confiscated and returned at the end of the year only. *(category 2 offence)*

- Greeting: learners are required to greet every adult and to display the appropriate Islamic behavior to all their superiors and colleagues.
- Noise: order and quiet are to prevail in all classrooms of the Madressah. No disrespectful or unseemly behavior will be tolerated. *(category 2 offence)*
- Respect: disrespecting teachers will not be tolerated. *(Category 1-2 offence)*. No back-chatting or rude interruptions of any teachers will be tolerated.
- Salaah: all learners expected to perform Asr salaah as part of their Madressah time before dismissal. *(category 1 offence)*
- Smoking / Substance Abuse: this is a serious offence. *(category 3 offence)*
- Stationery: Not to have the necessary stationery daily. *(category 1 offence)*
- **Absenteeism *(category 1 offence)***
 - A letter from a parent will be required on the day of return. The validity of an excuse for absenteeism is at the discretion of the teacher or the principal.
- **Punctuality:**
 - Students must strictly adhere to Madressah times.
- **Cycle tests and examinations:**
 - Termly internal assessments will be conducted by the Principal / Teacher
 - 2 External examinations per year will be conducted. Formal reports will be produced for these and will determine the learner's progression path
 - Examination: no exams to be missed without a valid reason. A mark of zero will be administered to a student if the examinations are missed without a valid reason.

Disciplinary Procedure

Demerits List

There are four levels in this list based on the seriousness of the offence and points will be deducted accordingly.

Level One Offences

- Late arrival without a valid excuse.
- Homework incomplete/not done.
- Kitaabs at home.
- Homework book/signing book at home.
- Homework/letters to parents not signed.
- Written tests not signed.
- Eating/drinking in class.
- Chewing gum.
- Unnecessary talking in class.
- Absenteeism without a valid reason.
- Leaving classroom without permission.
- Walking around in class without permission.
- Swinging on chairs.
- Bad manners.
- Refusing to listen to the class monitor.
- Non-compliance to Madressah uniform.
- Blurting out answers in class without the teachers consent.
- Poor results and no commitment to improvements.

Level Two Offences

- Not punctual at attending Madressah.
- Misbehavior.
- Disruptive behavior.
- Truancy/bunking (1st time).
- Making derogatory remarks.
- Insulting/teasing of fellow colleagues.
- Bullying of minor children.
- Continual infringement of level 1 offences.

Level Three Offences

- Swearing.
- Refusal to carry out teachers instructions.
- Usage of vulgar and obscene language.
- Copying, cheating and forgery.
- Lying.
- Verbal abuse.
- Threatening behavior towards others.
- Arrogance.
- Vandalism of property.
- Repeated truancy.
- Continual infringement of level 2 offences.

Level Four Offences

- Theft.
- Possession of cigarettes.
- Possession of offensive/inappropriate material.
- Possession of dangerous weapons.

- Disrespectful to Teachers.
- Verbally abusing a Teacher.
- Fighting/physical harassment.
- Possession of any banned substance.
- Continual infringement of level 3 offences.

N.B. If any other offence is committed other than the above, the deduction of points will take place according to the discretion of the Teacher.

Merits List

There are two levels in this category based on the achievement. Points will be added accordingly.

Level One Merits

- Excellent work/homework.
- Helpful in and out of class.
- Neat work over a period of time.
- Neat attire (according to the dressing code) over a period of time.
- Assisting teachers with learners that require support
- Outstanding behavior, responsibility, helpfulness and good manners.
- Answering questions related to general knowledge.
- Active participation in class discussions.
- Assisting teachers with class discipline (presence or absence of a Teacher)
- Looking after Madressah property and ensuring that the Madressah and class environment is always clean.
- Reporting damages of Masjid or Madressah property.

Level Two Merits

- Good behavior over a period of time.
- 100% attendance for a month.
- Significant improvement in behavior, attitude and work.
- Achieving 80%+ in a class test or term aggregate.
- Displaying honesty, obliging, sharing, caring and respect.
- Excelling as far as the Ma'moolaat Sheet (Duaas, Salaahs, etc) is concerned.

N.B. If any other merit is earned other than the above, the addition of points will take place according to the discretion of the Teacher

Annexure A – SIA: Madressah enrolment application

SIA: Madressah enrolment application form	
Application for: <input type="checkbox"/> Madressah <input type="checkbox"/> Hifz <input type="checkbox"/> Both (pls tick)	Application date:
Section A: Particulars of learner	
Surname:	Name of family doctor:
Name:	Family doctor (mobile #):
ID Number/DOB:	Name of main member:
Residential Address:	Allergies & Medication (please specify):
Unit #: _____ Street address: _____ Suburb: _____ Postal code: _____	
Section B: Particulars of Parent(s)/Guardian	
<input type="checkbox"/> Father/ <input type="checkbox"/> Guardian (pls tick) <input type="checkbox"/> Mother/ <input type="checkbox"/> Guardian (pls tick)	Section E: Learner educational information
Surname:	Name of school:
Name:	Grade:
ID Number/DOB:	Previous Madressah:
Residential Address:	Section F: Extra-mural activities
Mobile (h):	The madressah encourages on-site extra-mural activities as well as excursions to places of interest as part of the learning environment. All reasonable precautions will be taken to ensure the safety of the learner. The madressah does not, however, accept the medical cost, however sustained, in the event of an emergency, please provide primary person's contact details:
Tel (h):	Section G: Undertaking and Indemnity
Tel (w):	I, the undersigned, being the parent/guardian, of the learner whose details appear on this page:
email:	1. Do hereby verify that the particulars furnished are true and correct.
Section C: Emergency contact (other than Parent(s)/Guardian)	
Surname:	2. Accept that this application does not guarantee my learner a place at the madressah.
Name:	3. Undertake that should my learner be accepted, that I will abide by the Code of Conduct and rules, as may be amended from time to time, of the madressah at all times.
Relation to learner:	4. Undertake that my learner will respect his/her teachers, treat them with dignity, and carry out all reasonable instructions.
Residential Address:	5. Undertake that my learner will take diligent care of all textbooks given to him/her and treat it with due care and respect.
Mobile (h):	6. Sign the debit order form and commit to ensure that all madressah and textbook fees are settled timeously, and
Tel (h):	7. Do hereby absolve the SIA, its council, Manco and members, Madressah principal, teachers and staff, and their agents, from any claims, whatsoever, that may arise in connection with the loss, damage to property, or injury to any learner, howsoever caused. I understand and accept that all activities, tours, excursions, extra-mural activities, shall be undertaken at the learner's risk and hereby designate the Principal and/or any person nominated by him or a person acting on behalf of SIA to act in loco parentis, on my behalf, in the full knowledge that they will nevertheless take all reasonable precautions for the safety and welfare of my learner. I will remain responsible for the payment of all me dida
Tel (w):	
email:	
Signature:	
please email completed form to: principal@sia.org.za	
Capacity:	
Principal: Qari Yaesh Ally	

Annexure B – Debit Order Form -



Date: _____

Contract number: _____

Debit amount: _____

Commence date: _____

Abbreviated name as registered with the bank: **SIA**

BANK DEBIT ORDER INSTRUCTION - MADRESSAH															2019	
Name & Surname or																
Company Name & Reg:																
Contact Number:																
Email Address:																
Physical Address:																

My/Our Account details are as follows:

Bank:														
Account Type:														
Account Name:														
Account Number:														
Branch Name:														
Branch Number:														

Debit Order Amount (mark with an X)

<input type="checkbox"/> R 650	<input type="checkbox"/> R 1150	<input type="checkbox"/> R 1650	<input type="checkbox"/> R 550	<input type="checkbox"/> per month for 11 months
1 learner	2 learners	3 learners	Saturday per learner	

State Amount in Rands _____

Student name and surname _____

Learner No:1														
Learner No:2														
Learner No:3														

This signed Authority and Mandate refers to our contract as dated as on signature hereof ("the Agreement").

I / We hereby authorise you to issue and deliver payment instructions to the bank for collection against my / our abovementioned account at my / our above mentioned bank (or any other bank or branch to which I / We may transfer my / our account) on condition that the sum of such payment instructions will never exceed my / our obligations as agreed to in the Agreement, and commencing on the commencement date and continuing until this Authority and Mandate is terminated by me / us by giving you notice in writing of no less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address indicated above.

The individual payment instructions so authorised to be issued must be issued and delivered as follows

On the _____ day ("payment day") of each and every month commencing on _____. In the event that the payment day falls on a Saturday, Sunday or recognized South African public holiday, the payment day will automatically be the very next ordinary business day. Further, if there are insufficient funds in the nominated account to meet the obligation, you are entitled to track my account and re-present the instruction for payment as soon as sufficient funds are available in my account;

I / We understand that the withdrawals hereby authorised will be processed through a computerized system provided by the South African Banks and I also understand that details of each withdrawal will be printed on my bank statement. Each transaction will contain a number, which must be included in the said payment instruction and if provided to you should enable you to identify the Agreement. A payment reference is added to this form before the issuing of any payment instruction. I / We shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

MANDATE

I / We acknowledge that all payment instructions issued by you shall be treated by my/our above mentioned bank as if the instructions had been issued by me/us personally.

CANCELLATION

I / We agree that although this Authority and Mandate may be cancelled by me / us, such cancellation will not cancel the Agreement. I / We shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

ASSIGNMENT

I / We acknowledge that this Authority may be ceded to or assigned to a third party if the agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Signed at _____ on this _____ day of _____ 20__

Signature
Duly authorized to do so.

Contact: Mahomed Loonat Tel: +27 82 785 7868 Email: debitorder@sia.org.za Web: www.sia.org.za

SIA Madressah Database Update

Please assist us by populating **ALL** information on this page. **Please write legibly and in “BLOCK” letters.**
Ensure accuracy of spelling.

Child Name & Middle Name	
Child Surname	
Child Grade	
School being Attended	
Specify if 3 or 4 Term	
Debit Order (Y / N)	
Father Name	
Father Surname	
Father Mobile Number	
Father Email Address	
Father Occupation	
Father Employer	
Father Residential Address	
Mother Name	
Mother Surname	
Mother Mobile Number	
Mother Email Address	
Mother Occupation	
Mother Employer	
Mother Residential Address	

