



QURTUBA  
ISLAMIC ACADEMY

QURTUBA HIFZ POLICY

\Our beloved Nabi Muhammed (S.A.W) said:

*“On the day of Qiyaamah, a crown of such brilliance will be placed on the heads of those parents whose children had learnt the Quraan and practised upon its teachings, that the radiance of this crown will supersede the radiance of the sun had it been placed in your home. What then do you think will be the position of the one who himself learnt the Quraan and acted in accordance to its teachings?” (Narrated by Ahmed)*

## INTRODUCTION

It is with great pleasure that we welcome you and your child to Qurtuba Islamic Academy’s Hifz Programme. Every parent/guardian aspires to make their child a Hafiz, and we rightly should, as it is a great honour to be from amongst those who are the “protectors” of the Quraan. The reward for such a parent is honour and tribute in the hereafter, signified by a crown whose radiance will be brighter than the shining sun.

The Hifz Programme at Qurtuba Islamic Academy is designed InshaAllah to afford learners the opportunity to complete Hifz of the Quraan whilst still at school.

Without doubt, becoming a Hafiz requires utmost determination, sacrifices, a strong support structure, dedication and most importantly, implementation of the teachings of our Nabi (S.A.W). The learners’ progress is heavily dependent on commitment, effort, consistency and sacrifice from the Ustaadh, the learner AND the parent/guardian.

## ENTRY INTO THE HIFZ PROGRAMME

Learners may enter the Hifz class at Grade 4. An entry Hifz assessment will be conducted by the HOD to ascertain whether or not the learner may be admitted into the Hifz class. Learners will be assessed on the following criteria:

- Fluency – The learner must be fluent in reciting the Quraan
- Tajweed – The learner should be able to pronounce the Arabic letters correctly and apply the rules of Tajweed during recitation
- Passion – The learner must show passion and willingness to memorise the Quraan

Once accepted into the Hifz class, the learner will be required to complete an introductory Tajweed course. This will InshaAllah reinforce the basic Tajweed rules.

Successful candidates will be enrolled on probation for two terms.

Hifz learners will be exempted from attending the following classes but will not be exempted from the exams:

- Quraan
- Hifz (a dedicated period wherein learners memorize select portions of the Quraan)
- Surahs
- Duas

It will be the duty of the learner to prepare for these exams at his/her own time.

## HIFZ CLASS TIMES

The time requirement for part time hifz differs from full time hifz. Hifz class times are as follows:

**- PART TIME HIFZ (1-3 Juz)**

Morning Classes:

05:30 to 07:00 (Monday to Friday)

05:30 to 08:00 (Saturday)

**OR**

Afternoon Classes:

15:30 to 17:00 (Monday to Thursday)

13:30 to 15:00 (Friday)

**AND**

05:30 to 08:00 (Saturday)

\*Learners attending the part time Hifz programme may attend both, morning and afternoon sessions (Monday to Friday) however, attendance of at least **ONE** of the sessions is compulsory.

\*Learners attending the part time Hifz programme may participate in one extra mural per week (i.e. one day per week).

***- FULL TIME HIFZ (3 Juz and more completed)***

Morning Classes:

05:30 to 07:00 (Monday to Friday)

05:30 to 08:00 (Saturday)

**AND**

Afternoon Classes:

15:30 to 17:00 (Monday to Thursday)

13:30 to 15:00 (Friday)

\*Attendance for ALL Hifz sessions (Monday to Saturday) is compulsory.

\* Learners attending the full time Hifz programme may NOT participate in any extra mural held during the Hifz class times stated above.

**Hifz class times during exams will be as follows:**

- 05:30 to 07:00 (Monday to Friday)
- 12:00 to 14:30 (Monday to Thursday)
- 13:30 to 15:30 (Friday)
- 05:30 to 08:00 (Saturday)
- Learners will be excused from attending the morning session (05:30 to 07:00) on the days they are writing

**Hifz class times during the school holidays will be as follows:**

- **2<sup>nd</sup> Term School Holidays – 23<sup>rd</sup> – 29<sup>th</sup> June 2018**

- **4<sup>th</sup> Term School Holidays** – 13<sup>th</sup> – 21<sup>st</sup> December 2018

\*Exact times and sessions for Hifz class times will be communicated to parents in advance.

## UNDERSTANDING THE HIFZ PROGRAMME (DAILY HIFZ REQUIREMENTS)

The structure and organisation of the way a learner memorizes is very crucial. In order to memorize the Quraan successfully there are three essential components which will be part of the learner's daily routine:

- Sabaq – The new lesson
- Sabaq Dhor – The lessons from the beginning of the Juz till current
- Dhor – All the previous Juz already memorized

### Sabaq

- This is the new lesson which should be learnt by the learner everyday and is to be recited to the Ustaadh at the first Hifz session for the day.
- Learners will be given a few minutes to revise their Sabaq before being called up to recite to the Ustaadh.

\*\*Sabaq should be learnt at home before coming to class.

- A minimum of 9 lines Sabaq per day must be learnt by the full time student. (Sabaq will be increased/decreased when necessary).
- Sabaq will be stopped for Dhor purposes when necessary.
- Upon completion of a Juz, an assessment of that particular Juz will take place by the HOD.

It is anticipated that learners will progress with their Hifz in a timely fashion, if the guidelines for the programme are followed. At the same time we recognise that not all learners memorize at the same pace. In general, it is expected that an average student will complete between 5-6 Juz per year.

### Sabaq Dhor

This is usually from the beginning of the Juz that the learner is currently memorizing, up until his/her Sabaq. The learner will have to recite Sabaq Dhor daily.

### Dhor

Dhor is the revision of all the Juz previously memorized. A minimum amount of Dhor must be completed daily.

\*If a learner is not completing his/her Sabaq Dhor and Dhor, Sabaq will be stopped. It is of utmost importance that the learner does not proceed with memorizing new Sabaq until all previously memorized lessons are mastered.

## ATTENDANCE AND PUNCTUALITY

The process of learning requires continuity. Regular attendance on the part of the learner is an important component in order for the success of the Hifz programme. When the process of learning is disrupted by irregular attendance, the student suffers a loss which can thereafter not be entirely regained.

Learners must be on time for all Hifz sessions as well as all school periods which are dedicated for the Hifz programme. Any learner who arrives late to class will face the necessary disciplinary action.

**\*\*Parents/guardians are to ensure that all necessary transport arrangements are made and that learners are dropped off and collected on time from school.**

## DISCIPLINE

- Behaviour needs to be exemplary at all times.
- Hifz learners are expected to set good examples, both inside and outside the school, as they are ambassadors of the Quraan and the future leaders of our Ummah.
- Hifz learners will adhere to the Sunnah dress code when attending Hifz class during the school holidays.
- Haircuts must be in compliance with the Sunnah.
- Disrespect towards any Ustaadh/Educator and fellow learners will not be tolerated.
- No Hifz learner may leave the school premises without permission.
- The Ustaadh will utilise a set of records wherein he/she will document progress/failure to learn work, behavioural problems etc. These records will be presented to the HOD weekly to be scrutinised. Parents/guardians will be called in if necessary.
- Regular defaulters will be asked to leave the Hifz programme.
- No cell phones are allowed in the Hifz class.

## ASSESSMENTS/EXAMS

- Both, formal and informal assessments will be used to assess the progress of learners.
- Assessments will be done on a continuous basis.
- Learners will be assessed by external examiners when necessary.
- Reports will be issued at the end of each term.
- Parent-teacher meetings will be held to discuss the progress of the learner when necessary.

## COMMUNICATION

Parents will be notified via email or telephone if there is a need to discuss progress/behaviour etc. Should a parent wish to discuss any problem, the first port of call is the Hifz Ustaadh, Qari Abdul Khaliq Laily. If the parent is not satisfied, the matter needs to be brought to the attention of the HOD.

## COMMITMENT FROM PARENTS/GUARDIANS

It should be made clear that although it is your child who will be undertaking Hifz, it is of utmost importance that you as a parent/guardian be highly involved in the Hifz programme on a daily basis. Not only will progress be smoother, but any issues that arise can be dealt with effectively and timeously.

- Appreciate and reward your child's learning. Research shows that the best way to maintain and encourage good behaviour is through appreciation.
- Establish good routines to bring learners to class on time. Learners that are running late often feel frustrated and start the day off in a flustered manner.
- Ensure that the required time is given at home for learning. Istiqamat (consistency) is the key and requires good discipline as there will always be many distractions for the learner (family events, functions, etc.).
- Provide an environment at home which is conducive to learning Hifz.

- Devoting time early in the morning and after Maghrib Salaah for the learner to memorize his/her lessons is a good practice to instil.
- Attendance on Saturdays and during school holidays is compulsory.
- Parents/guardians need to enquire about Sabaq, Sabaq Dhor, and Dhor etc daily (by using the Dhor Book).
- Parents/guardians are requested to plan family vacations outside of the Hifz times.

**The above is a general Hifz policy. It is at the discretion of the HOD and the management of Qurtuba Islamic Academy to address Hifz issues and concerns as they deem fit in accordance with the school's code of conduct and for the betterment of the Hifz programme.**



MRS H Moolia



ML Muhammed Aslam Rajah

## HIFZ REGISTRATION FORM

Please tick the appropriate boxes below for the programme intended for enrolment (please only return page 7):

Part Time <input type="checkbox"/>
Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Both morning & afternoon <input type="checkbox"/>
Full Time <input type="checkbox"/>

### COMPLIANCE AGREEMENT

- I have read and understood the Hifz programme policies of Qurtuba Islamic Academy.
- I have read and agree to abide by the rules, regulations and guidelines outlined in the Qurtuba Islamic Academy Hifz Policy.
- Qurtuba Islamic Academy reserves the right to amend the policies and processes of the Hifz programme during the academic year. Parents/Guardians will be notified of amendments as and when they do arise.

I, \_\_\_\_\_ (Name of Parent/Guardian), in the capacity of being the legal parent/guardian of \_\_\_\_\_ (Name of Learner), have read and understood the policies and guidelines of Qurtuba Islamic Academy's Hifz programme.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Learner

\_\_\_\_\_  
Current Grade