

DARUL ARQAM ISLAMIC HIGH SCHOOL  
HIFTH ACADEMY



PROSPECTUS

2022

Journey with the Quran

## ***VISION***

To inculcate in our learners the core values of:

Respect

Responsibility

Accountability

Humility

Integrity

Excellence

Morals and ethics

## ***MISSION***

To provide an educational option where muslim youth can engage in training to become dynamic leaders who successfully, confidently and actively live out their divinely prescribed duty of Khalifatullah (representatives of Allah).

## AFTER SCHOOL PREFERRED DAILY TIMETABLE

| Time          | Activity                                                                               |
|---------------|----------------------------------------------------------------------------------------|
| 15:00-17:00   | Travel, Eat, Rest, Asr, Chores                                                         |
| 17:00-18:00   | Memorise new lesson                                                                    |
| 18:00-Magrieb | Eat, Rest, Salaah                                                                      |
| Magrieb-Eshaa | Revise recent lessons                                                                  |
| After Eshaa   | Revise back lessons (Start revising weakest part of back lessons first) minimum 1 hour |
| Fajr          | <b>N.B. Perform Fajr Salaah punctually</b>                                             |
| 5:00-6:30     | Polish up new lessons and recent lessons                                               |
| 6:30-7:00     | Breakfast and prepare for school                                                       |
| 7:30          | School starts                                                                          |

- Please assist your child to adhere to this timetable.
- Hifth learners must be supervised at all times.

# DARUL ARQAM ISLAMIC HIGH SCHOOL

## Code of conduct

The following principles of behaviour are expected of a DAIHS learner.

### Hifth Policy

**1<sup>st</sup> year:** 1<sup>st</sup> year students must memorise at least 3 Ajzaa in their first year in order to progress to 2<sup>nd</sup> year. Failure to do so will result in the learner not being able to return in 2<sup>nd</sup> year.

**2<sup>nd</sup> year:** 2<sup>nd</sup> year students must memorise a minimum of 5 Ajzaa in order to stay on and progress to 3<sup>rd</sup> year.

**3<sup>rd</sup> year:** 3<sup>rd</sup> year students must memorise a minimum of 7 Ajzaa in order to stay on and progress to 4<sup>th</sup> year

**4<sup>th</sup> year:** 4<sup>th</sup> year students must memorise a minimum of 9 Ajzaa and complete their final 6 Ajzaa in their final 5<sup>th</sup> year.

### Cell Phone Policy:

The school has a NO CELLPHONE policy. This means strictly no cellphones will be allowed. Any urgent messages can be sent to the teacher's cellphone which will be relayed to the respective learner.

Should a cellphone be found on a learner, it will be confiscated and returned to the Parent only with a release fine of R300.

If payment cannot be afforded, the cellphone will only be returned to the parent at the end of the respective school term.

Should a learner be found in the possession of any pornographic material on his cellphone or person, the learner will be suspended immediately, pending a disciplinary hearing.

### General Behaviour

- Always be polite and respectful towards all staff and fellow learners
- Greet and offer assistance to visitors
- Stand up and greet any adult walking past you
- Make sure that the corridors, classrooms and school grounds are kept clean and tidy at all times.
- Picking up litter and straightening up desks and chairs is everyone's responsibility.
- Walk on the left in the corridor and on the stairs
- Do not disturb others by running or shouting inside the school, building.
- Theft or damage to property-including graffiti of any kind-is unacceptable.
- Wear DAIHS uniform with pride.

### The following are not in keeping with the school's proud Islamic background:

- Thoubes should always look/ be clean and presentable.
- Thoubes / socks with holes in it
- Incorrect colour scarf or socks
- Beanies
- Hoody track tops
- Pants worn below the hips
- Pants that hang on the floor
- Colouring hair and make-up
- DAIHS students should take pride in their appearances.
- Piercing and skin markings (ink/tattoos) are unacceptable.

### Classroom behaviour

- Politeness and respect for your teachers and fellow learners are essential
- Learners must be on time for all lessons
- Respect the rights of your fellow learners by avoiding disruptive behaviour such as walking around the classroom or raising your voice during lessons
- Respect the rights of your teachers by avoiding behaviour that prevents them from being able to teach the class, such as talking, while the teacher is talking
- A strong work ethic is expected of all learners
- Chewing gum in the classroom is unacceptable

### School and class attendance

- If a learner does not attend school regularly, the relevant register teacher will report their absenteeism
- All learners are to arrive at school at no later than 7:30 am.
- Absence from a class (truancy/bunking) is prohibited and will be dealt with strictly
- Any absence from school must be accompanied by an absentee note from a parent/guardian
- Should a learner be absent from school for period of three days or longer, this leave of absence must be supported by a doctor's certificate.
- Any absence from a formal examination, must be supported by a doctor's certificate.
- No learner may leave the school during school hours without a letter from a parent/guardian requesting the release of their child and the permission of the principal/deputy/grade head from whom an exit note must be obtained

## Truancy from school is prohibited

### Holidays

- School will be closed on all public holidays and over Eid Holidays (dates to be communicated closer to holidays Insha Allah)
- School will be closed for a maximum of one week during school holidays.

### Parent Meetings

- PTA meetings will be held at the beginning of each term. Attendance is compulsory
- Parents are urged to make an appointment with the teacher if they have any concerns regarding their child's progress

### Communication

- All fees related matters are dealt with directly by administration
- Reasons for absenteeism will only be accepted in writing, telephone call, whatsapp or email from **parents**.
- Parents will be contacted in case of an emergency or if the learner becomes ill at school. (Please update contact details if changes occur).
- Parents must contact the school to receive permission before collecting students for personal appointments or emergencies
- Daily communication between teacher and parent regarding the learners' daily work, can be done via the message book, which needs to be **signed by the parent on a daily basis**. This book indicates the work that was completed for the particular day and also includes the work which needs to be prepared for the following day and must accompany the learner **every single day** with his/her Quran.

## SCHOOL UNIFORM

| <b>Boys:</b>                    | <b>Girls:</b>           |
|---------------------------------|-------------------------|
| Plain white hard collared thowb | Plain navy school thowb |
| White fez; white turban         | White long scarf        |
| Grey pants                      | Navy pants              |
| Grey school socks               | White socks             |
| Black school shoes              | Black school shoes      |
| Compulsory school jacket        | Navy underband          |

Contact Person: **Aunty Noerie**

Contact No: **084 242 0275**

Address: **25 Viljoen Crescent, Searidge Park, Tafelsig**

## REQUIREMENTS

### **Hifh:**

### **Academics:**

|                             |                               |
|-----------------------------|-------------------------------|
| Part 1 & 2- Yassarnal Quran | English: 2 quire hardcover;   |
| Quran (13 line print)       | Afrikaans: 2 quire hardcover; |
| 1 x 2quire hardcover        | Math: 2 quire hardcover;      |
| Flipfile 30pg               | Basic stationery pack         |
| Eraser                      |                               |

## How to learn New Lesson

- 1. Inside reading of the entire lesson is compulsory to familiarize the student with the lesson.
- 2. Read 1<sup>st</sup> aayah (or part of the aayah if too long) looking inside... 10 times
- 3. Close aayah up and read from memory ... 5 times
- 4. Read same aayah inside to check if it was read properly from memory
- 5. Learn the next aayah as in step 2
- 6. Repeat step 3
- 7. Read both aayaat in the Quran ...3 times (linking)
- 8. Read both aayaat from memory...3 times
- 9. Repeat steps, linking the aayat every time from the first aayah until lesson is complete
- 10. Take a short break - then read the entire lesson in the Quran 10 times
- 11. Read from memory 3 times
- 12. Read lesson in the Quran before going to sleep ...2 times

**N.B. It is vital that the student NOT CONTINUE from one aayah to the next, until the aayah is memorised flawlessly.**

## How to learn Recent Lessons

Ensure that the previous day's lesson is fluent from memory by following the steps below.

- Read from beginning of the juz till lesson in the Quran
- Read from juz till lesson from memory
- If the student is struggling with a specific  $\frac{1}{4}$  or  $\frac{1}{8}$ , read the weak  $\frac{1}{8}$  or  $\frac{1}{4}$  in the Quran 2- 3 times and then from memory
- Read from the beginning of the juz till lesson from memory again

## **How to learn Back Lessons**

If the back lesson is a half juz:

- Read the 2/4 in the Quran first
- Read from memory
- Read 1/4 in the Quran
- Read from memory
- Read the entire half in the Quran once
- Read the half from memory

## **QURAAN & TAJWEED BRIDGING COURSE OUTLINE**

New applicants to the Darul Arqam Hifth Academy are often at various levels of proficiency with varying degrees of competencies. Some have completed the memorization of a number of ajzaa, whilst others have only attended normal day madrassas and can already identify the lettering of the Arabic Alphabet. Others are, in fact, absolute beginners.

- For the first two weeks all new students will learn proper pronunciation of the Arabic Alphabet. During this period they also concentrate on the definition of Makharijul Khuroof. After the two weeks, the student will be assessed on the definition and pronunciation of each letter. If the student does not meet the standard requirement with regards to pronunciation and understanding of the definition of the letters (makhraj), the student cannot progress to the next level.
- Those who have completed the first part will, for the next six weeks learn to read from the Yassarnal Quraan Parts 1&2. The teacher will give a student a lesson from the surah and monitor his/ her progress. This is done on a one to one basis. Upon the completion of each Surah, the student will be assessed and if successful, the student will progress to Juz 30 of the Noble Quraan.

- For the next month, the student will recite as much as possible from the Quraan until the teacher feels he/she is ready to start memorizing.
- Included in the Bridging course is a specially customised Tajweed course. The course outline is as follows:
  - a) Rules of Nun saakinah and Tanween
  - b) Rules of Meem Saakinah
  - c) Rules of Nun & Meem Mushaddadah
  - d) Rules of the letter Raa
  - e) Rules of Madd
  - f) Levels of ghunnah
  - g) Sifaat – Qualities of letters
  - h) Waqf (the stops)
- This programme has been a huge success in previous years and we hope that it will continue benefitting each student, Insha Allah.

***May the Almighty grant all students embarking on this wonderful journey of memorizing the Holy Quraan ease and success Insha Allah.***



## DARUL ARQAM ISLAMIC HIGH SCHOOL

### **PARENTS FINANCIAL RESPONSIBILITIES TO DAIHS**

1. Any learner who complies with the requirements of the South African Schools Act 97 of 1994 and specifically points 2 and 3 above and with respect to age, shall be admitted at the school after accepting the Basic and Operational Rules, Code of Conduct and Policies of the DAIHS e.g. Religion, Language, School Fees etc.
2. Parents seeking admission to the school for their children **MUST** complete all the administrative admission (Registration) forms and supply the necessary documents required by the school e.g. Copies of Identity Documents of parent /s, Proof of residence and Birth Certificate of learner to be admitted **AS WELL AS** pay the required Registration and Two Months Advance Fees.
3. Learners seeking enrolment shall have to abide by the school's Policies and specifically the DAIHS Learner Code of Conduct which is underpinned by Islam and makes provision for Islamic requirements like uniform and behavior.
4. Parents are required to divulge **ALL INFORMATION** about the learner especially records of serious behavioural challenges, criminal records, emotional and or psychological challenges, and chemical /substance dependency issues in applying for admission to DAIHS. Failure to do so shall result in immediate de-registration.
5. There will be an Annual Registration Fee determined by the Management Board (MB) for each learner whose parent's seeks admission for his/her child at the school. Once the learner is accepted for admission then the Registration Fee immediately becomes payable and its payment is conditional for admission to be finalized.
6. Legal proceedings will be instituted against parents who **WITHOUT** valid and accepted reasons and without consultation with the relevant administrative personnel, fail to comply with School Fees and other financial obligations of DAIHS and who neglect to make suitable alternative arrangements to meet these financial obligations as a parent. Consequences include learner suspension from class and or learner de-registration at the end of the Term or Academic Year
7. Learners whose parents have **NOT** paid the Registration Fees will be considered as **NOT** having been accepted for the next Academic year
8. Where parents have financial challenges and are temporarily unable to meet their financial obligations to DAIHS they are to inform the Bursar immediately and make arrangements to settle. Failure to do so will mean proceedings will be started to remove the learner from DAIHS learner population.
9. Repeated challenges to meet the financial obligations of DAIHS will mean escalation of the case to the MB for consideration to terminate the learner's admission at the end of the Term or the Academic Year.

10. In order to reduce the financial costs to parents, learners will not be obligated to purchase textbooks but will be required to provide a ream of A4 copy paper per term.
11. Parents are obliged to support the Fundraising Events of DAIHS to offset financial challenges to the school.
12. Fees for 2022 is R8500, plus registration fee of R500. Registration fee and 2 months fees (R2200) payable in advance. All parents will be required to put in place a stop order in favour of Darul Arqam Islamic High School for 8 x equal payments (ie. balance after registration and advance fees  $R6800 / 8 = R850$ ), from 1 March 2022 to 1 October 2022. This is to eliminate the risk of cash on the premises and the timeous payment of school fees.
13. Please deliver or email proof of stop order to **sabrahams@darularqam.co.za** by 3<sup>rd</sup> November 2021.
14. All fees are payable on the first of every month and to be settled by the 1<sup>st</sup> of October 2022.

Duly approved and accepted on behalf of DAIHS on this:

\_\_\_\_\_ day of \_\_\_\_\_ 20.....

Learner Name & Surname : \_\_\_\_\_

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

On behalf of Darul Arqam Islamic High School

Principal: \_\_\_\_\_  
Sheigh E. Dawood



Financial Officer: \_\_\_\_\_  
Mr M. S. Cader

## School Fees

Darul Arqam is an independent institution of learning that sustains itself on financial contributions in the form of tuition fees. The school is legally entitled to collect these fees and payments are to be paid on due date or according stipulated agreements. **Payments should be made directly into the school's banking account via a scheduled payment or EFT.** Payable the first of each month.

|                  |             |           |
|------------------|-------------|-----------|
| Registration Fee |             | R 500.00  |
| School Fees      | R 850.00x10 | R8 500.00 |

Payment must be made before the end of September.

### **BANKING DETAILS**

#### **FIRST NATIONAL BANK**

ACC. HOLDER – **Darul Arqam Islamic High School**

ACC. NO. – **59200019220**

BRANCH CODE – **250 555**

BRANCH – **Promenade**

REFERENCE – **Learner's Name, Surname & Grade**

## **DARUL ARQAM ISLAMIC HIGH SCHOOL**

### **COVID-19 STANDARD OPERATING PROCEDURE GUIDELINES**

#### **1. Introduction**

This document highlights the precautionary measures implemented at Darul Arqam Islamic High School in response to the prevailing COVID-19 pandemic. Our institution endeavours to implement the necessary health and safety protocols, as outlined by the Department of Basic Education, to ensure the safety of all learners and stakeholders.

#### **2. Purpose**

The COVID-19 Standard Operating Procedure aims to:

- Prioritise the health and safety of all learners and stakeholders by ensuring that all safety measures are implemented to limit risks and infections.
- Ensure that curriculum delivery is sustained without any disruption.

#### **3. Preparation of facilities**

- All facilities are regularly sanitized and deep cleaned.
- Commonly frequented areas (staffrooms, classrooms, toilets, etc.) and used surfaces (doors, door and window handles, etc.) will be disinfected on a daily basis.
- Rigorous measures for social distancing will be implemented during all lessons and the respective breaks.
- The classroom environment and all furniture will be arranged to ensure that learners are seated apart. Larger groups of learners will be divided into smaller groups to allow effective social distancing.
- Certain areas will be blocked off as 'out-of-bound' or restricted areas to learners.
- Informative posters are strategically placed around the school.
- Sanitizing stations will be stationed at:
  1. the entrance of the High School,
  2. all utilized classrooms,
  3. the respective bathrooms,
  4. the staffroom.
- Social distancing tape will be placed at all general gathering points including, but not limited to, entrance points, assembly points and prayer points.

#### **4. Infection control: Personal Protective Equipment (PPE)**

The following precautionary measures are implemented on a daily basis to mitigate transmission:

#### **4.1 Temperature screening**

- All staff members and learners will be screened upon arrival, i.e. their temperature will be taken with the aid of an infrared handheld thermometer device.
- Temperature screening stations will be set up at the entrance of the school.
- Staff members will conduct the screening process. The temperature reading of all individuals will be recorded on their respective class lists. Random screening will be conducted throughout the day.
- Learners, parents, staff or visitors indicating an elevated temperature of 37.5°C will not gain access to school property.

#### **4.2 Hand sanitizing**

- Hand sanitizer and sanitizer spray will be available in all classrooms, however, parents will be advised, *refer to attached circular*, that learners should carry their own small bottles of hand sanitizer and wipes to mitigate infection and contamination.
- Regular handwashing, sanitizing and good hygiene practices will be encouraged and monitored by staff members.
- Sanitizing and handwashing routines will be communicated to parents and, furthermore, explained to learners until it becomes a perpetual routine.
- Learners and staff must sanitize their hands:
  1. upon entering the vicinity of the school at the designated screening stations,
  2. after the respective breaks,
  3. upon exiting the school at the end of the day.

#### **4.3 Face masks**

- The wearing of masks is mandatory for all learners and staff members.
- Protective equipment in the form of a face mask will be provided to all members of staff.
- All learners will receive one reusable face mask from the school.
- Parents/guardians will be advised and required to provide their children with additional reusable face masks.
- Additional face masks and visors will be available for purchase, at the administration office, at a minimal cost.

#### **4.4 Physical/Social distancing**

- It is incumbent that all learners and staff members adhere to the physical distancing protocol, i.e. keeping a safe distance apart.
- A safe personal distance must be maintained upon arrival at school, during lessons, breaks and at dismissal time.
- No personal contact such as handshakes and/or hugging will be allowed.
- Learners may not share stationery or personal protective equipment.

## **4.5 Suspected cases of illness/infection:**

### **4.5.1 Learners**

- Parents will be informed if their child is unwell or displaying symptoms of any illness.
- The administrative office will inform the parent to collect their child.
- Unwell learners will be isolated in the sick-bay while waiting for their parent to collect them.
- Parents will be advised to keep their child at home if they display symptoms of an illness and to seek immediate medical advice.
- In the event of a positive case of COVID-19 at the school, the school will be closed, deep-cleaned and decontaminated immediately before re-entry is permitted.
- In the event that a learner displays any symptoms of COVID-19 the parent will be advised telephonically to seek immediate medical advice. If the learner is confirmed to have contracted COVID-19, they will be advised to self-quarantine at home for a minimum of 21 days. A medical clearance certificate must be made available to the school before the learner returns.
- The register teacher will be responsible for making the necessary arrangements with the parents to indicate how schoolwork will be dealt with or completed during this time, these will include but will not be limited to, formal and informal assessments.

### **4.5.2 Staff members**

- A staff member who displays symptoms of COVID-19 or who has been in contact with any individuals who has tested positive will be advised to seek immediate medical advice.
- If any staff member is confirmed to have contracted COVID-19, they must self-quarantine at their home residence for a minimum of 14 days. A medical clearance certificate must be made available to the school before the staff member returns.
- The infected staff member must inform their line manager of their status.
- In the event that the staff member tests positive, the identified individuals with whom contact has been made will be informed immediately.

## **5. Procedure upon arrival at school**

### **5.1 Protocol for staff members and learners**

#### **5.1.1 Contingencies for drop-off and pick-up**

- All learners must report to school no later than 07:45.
- All learners must be dropped off in front of the school, at the clearly demarcated drop-off zone.
- Parents may not leave their vehicles during drop-off times.
- Visits and enquiries at the administration office will be limited to compelling circumstances only. Parents will be advised to communicate via email as far as possible to avoid unnecessary physical contact.

- In the event of compelling circumstances, visitors will be requested to indicate the purpose of their visit at the security entrance and their temperature will be taken upon entry.
- Parents will be advised and urged to remain in their vehicles when collecting their children at the end of the school day.
- Learners are prohibited from loitering in the parking area and must adhere to physical distancing protocols at all times.

#### **5.1.2 Waiting area/foyer**

Learners who are not collected within the prescribed collection times must move to the waiting area/foyer where a staff member will supervise them. Parents are, however, encouraged to collect their children timeously.

#### **5.1.3 Venues**

- All individuals entering a classroom must sanitize their hands prior to entering.
- Social distancing protocols must be adhered to at all times.
- Desks will be arranged to ensure that learners are seated apart. Larger groups of learners will be divided into smaller groups and be accommodated in different venues to allow effective social distancing.

#### **5.1.4 Breaks**

- Learners must adhere to physical distancing protocols during breaks.
- Masks must be worn at all times.
- Learners should carry their own lunch/snacks and beverages.

#### **5.1.5 Extracurricular activities**

No sport or cultural activities will occur until further notice. These times will be utilized for extra lessons.

### **6. Curriculum delivery**

#### **6.1 Academic timetable**

- A revised timetable will be implemented until the school has returned to a regular routine.
- Grade 8 learners will attend school Monday-Friday from 07:45 – 13:30 for the first term and thereafter every alternate week. One week boys and the other week girls.
- Grade 8 learners will be expected to report to school at 07:45 as of Tuesday, 19 January 2021

#### **6.4 School uniform**

Learners are expected to wear their complete school uniform to school.

## **7. General**

### **7.1 Visitors and deliveries**

- Visitors will have their temperature taken. In the event that a visitor's temperature reading exceeds 37.5°C access to the school premises will be denied.
- All visitors who are granted access to the school must wear the necessary personal protective gear and have their hands sanitized.
- The number of visitors entering and exiting the school will be limited.
- All visitors must have an appointment with a respective staff member. Appointments will only be approved for compelling and urgent matters.
- All visitors must be signed in.
- All surfaces touched or equipment used, upon entry to the school, will be sanitized.

### **7.2 Communication protocol**

- Communication to parents will continue via the relevant school channels. Staff will be informed prior to information being distributed to parents to ensure that teachers are equipped to assist with any queries.
- Parents should download the D6 communicator application on their cell phones. This will be our primary means of communications.

## Alumni of Hifth Academy

- |                       |          |
|-----------------------|----------|
| 1. Aadam Cader        | 2017 (T) |
| 2. Zakariyah Kamaar   | 2017 (T) |
| 3. M. Nathier Johnson | 2018 (T) |
| 4. Kauthar Cummings   | 2019     |

## Learners who completed in 2020

1. Abdus Samad Abrahams
2. Hanaan Abrahams
3. Imaad Edwards
4. Nurah Essop
5. Muaaz Fakier (T)
6. Amaan Ismail
7. M. Yusuf Manuel
8. Imaad Ryland (T)
9. Nasheetah Samuels
10. Zayaan Solomons
11. Uthmaan Coulin

## Graduates for 2020

1. Kauthar Cummings
2. Muaaz Fakier
3. Amaan Ismail

## Daily Dua for knowledge

اللهم انا نسألك رضاك والجنة ونعوذبك من سخطك والنار

*O Allah, Indeed we ask your satisfaction and Paradise  
And we seek protection from Thy anger and Hell- Fire*

اللهم انا نسألك الهدى والتقى والعفاف والغنى

*O Allah, Verily we ask Guidance, Divine consciousness,  
Chastity and Self –reliance*

اللهم اغفر لنا ولوالدينا ولأساتذتنا ولجميع المسلمين أجمعين

*O Allah, forgive us, our parents, our teachers and all  
those who submit to Thee*

ربنا زدنا علما وارزقنا فهما

*O our Lord! Increase us in knowledge and grant us  
understanding*

اللهم افتح لنا بالخير واختم لنا بالخير واجعل عواقب أمورنا  
بالخير بيدك الخير والعافية انك على كل شيء قدير

*O Allah, let the start be good and the end be good  
And make the consequences of our affairs good  
From Thee comes prosperity and health  
Indeed Thou have power over everything*

اللهم افتح علينا بالقران العظيم  
وجعله لنا اماما و نورا يسعا بين ايدينا يوم الدين  
اللهم زدنا علما وارزقنا فهما  
وغفر لنا ذنوبنا وذنوب والدينا ومشائخنا  
والمؤمنين أجمعين  
ربنا يسر ولا تعسر  
ربنا تمم بالخير وأنت الكريم الميسر

*O Allah! Grant us success through the Glorious Quran*

*Let the Quran be to us a leader and a light which will  
plead for us on the day of Judgement*

*O Allah! Increase our knowledge and grant us  
understanding therein*

*Forgive our sins and the sins of our parents, our teachers  
and all the believers*

*O Allah! Ease our tasks and cause not difficulty*

*O Allah! Complete Thy favours upon us for Thou art The  
Honoured, The Easer*

و اخردعوانا ان الحمد لله رب العالم