



DARUL ARQAM
ISLAMIC HIGH SCHOOL

Welcome



ORIENTATION BOOKLET

Principal's Welcome

It is a great pleasure to welcome you to Darul Arqam Islamic High School.

It is indeed a privilege to be part of such an exciting and vibrant school, which offers great opportunities for the young people at DAIHS. It is our goal to provide the tools and the necessary motivation and support to each and every learner, so they may be successful in this world and in the Hereafter. We offer our learners the best possible opportunities to become confident, thoughtful young people who are prepared for any future challenges, in an exciting and increasingly global world.

At DAIHS, we are very proud of our caring, Islamic ethos where we set high standards and expectations for our learners to achieve and behave their very best. From the moment a new DAIHS student joins our school community we want them to feel a sense of happiness and belonging.

To our Parents, we are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that to be successful in school, our children need support from both home and school. We know a strong partnership with you will make a significant difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

Please do not hesitate to contact or book an appointment to see the School Principal if you wish to discuss any issues or challenges regarding your child.

We thank you for your support and look forward to meeting you.

Sincerely

Sh.E.Dawood

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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).*

DAIHS- DUA

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ - -

○ الْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ

Praise be to Allah, Lord of the worlds.

○ الرَّحْمَنِ الرَّحِيمِ

The Compassionate the Merciful.

○ مَالِكِ يَوْمِ الدِّينِ

Owner of the Day of Judgement.

○ إِيَّاكَ نَعْبُدُ وَإِيَّاكَ نَسْتَعِينُ

Thee alone do we worship and Thee alone do we seek help.

○ اهْدِنَا الصِّرَاطَ الْمُسْتَقِيمَ

Guide us to the straight path.

○ صِرَاطَ الَّذِينَ أَنْعَمْتَ عَلَيْهِمْ

The path of those whom Thou have favoured.

○ غَيْرِ الْمَغْضُوبِ عَلَيْهِمْ وَلَا الضَّالِّينَ

Not the path of those who earn Thy anger, nor of those who go astray.

اللَّهُمَّ إِنَّا نَسْأَلُكَ رِضَاكَ وَ الْجَنَّةَ وَ نَعُوذُ بِكَ مِنْ سَخَطِكَ وَ النَّارِ ،

O' Allah, Indeed we ask your satisfaction and Paradise.

And we seek protection from Thy anger and Hell-Fire.

اللَّهُمَّ إِنَّا نَسْأَلُكَ الْهُدَى وَ الثَّقَى وَ الْعَفَافَ وَ الْغِنَى،

O' Allah, Verily we ask Guidance, Divine consciousness, Chastity and Self-reliance.

اللَّهُمَّ اغْفِرْ لَنَا وَ لَوَالِدِينَا وَ لِأَسَاتِدَتِنَا وَ لِجَمِيعِ الْمُسْلِمِينَ أَجْمَعِينَ ،

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

رَبَّنَا زِدْنَا عِلْمًا وَ ارْزُقْنَا فَهْمًا

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

اللَّهُمَّ افْتَحْ لَنَا بِالْخَيْرِ وَ اخْتِمْ لَنَا بِالْخَيْرِ وَ اجْعَلْ عَوَاقِبَ أُمُورِنَا بِالْخَيْرِ بِيَدِكَ الْخَيْرُ وَ الْعَافِيَةُ إِنَّكَ عَلَى كُلِّ شَيْءٍ قَدِيرٌ ،

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.

School Song

In a masjid in the Plain
Was the seed of Arqam sown;
As the seed of the Baobab tree
Arqam School has proudly grown.

Chorus:

Maa ahsanalkuliyyah fee janoobiAfreeqiyyah
Immunur! ha hahallimmunur! ha ha ha
This is the chant of Darul Arqam;

We join now with those before us,
Our search for knowledge makes us one.
Al-Mustapha – the chosen one;
Beacon of light to everyone;
He brought us the Holy*Kitaab*
To save us on Day of *Hisaab*

Chorus:

Maa ahsanalkuliyyah fee janoobiAfreeqiyyah
Immunur! ha hahallimmunur! ha ha ha
This is the chant of Darul Arqam;

CODE OF CONDUCT

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

General Behaviour

- Always be polite and respectful towards all staff and fellow learners.
- Greet and offer assistance to staff and visitors.
- Stand up and greet any adult walking past you.
- No littering. Straightening up desks and chairs is everyone's responsibility.
- Walk on the left in the corridors 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 type- is unacceptable.
- Wear DAIHS uniform with pride- missing blazer buttons, incorrect colour scarf or socks, no belt, beanies, pants worn below the hips, pants hanging on the floor, taper pants, colouring hair and make- up etc. are not in keeping with the school's proud Islamic background.
- DAIHS students should take pride in their appearance. Piercings and skin markings (ink,excessive henna designs or tattoos) are unacceptable.
- Chewing gum in class is unacceptable.
- Learners are expected to behave themselves whilst wearing school uniform.

Classroom behaviour

- Politeness and respect for your teachers and fellow learners is essential.
- Learners must be punctual for all lessons.
- It is expected for you to stand quietly at your school desk until greeted by the teacher at the start of every lesson.
- Respect the rights of your fellow learners by avoiding disruptive behaviour such as walking around the classroom or shouting out during the lesson.
- Respect the rights of your teachers by avoiding disruptive behavior.
- A good work ethic is expected of all learners.
- Chewing gum, eating or drinking in the classroom is unacceptable.
- DAIHS strives for a culture of learning. Cheating and copying 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 no later than 7.50am. Late comers will report to detention.
- Absence from a class(truancy/bunking) is prohibited and will be dealt with strictly.
- Any learner that was absent must produce a medical certificate especially for examinations.
- No learner may leave the school during school hours without prior arrangements 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.
- All learners will attend assembly for the full duration thereof.

Appearance of DAIHS learners

Uniform

Boys:

- Trousers: long grey trousers of medium shade, with a plain black belt.
- Plain white long-sleeved shirts or short-sleeved with conventional collars.
- Grey school socks are to be worn with the trousers.
- Black school shoes: These should be polished regularly.
- School tie, tied in a conventional knot.
- Navy blue blazer: single breasted, with school badge on breast pocket.
- Grey v-neck school jersey
- White clean fezz (x2)

Girls:

- Navy Blazer compulsory
- Blue school uniform (x2)
- School tie, tied in a conventional knot.
- Navy head band (x2) – available at school
- White school scarf (x2) – available at school
- White school socks (no other colour socks allowed, not even for solaah)

- Girls black school shoes.
- Plain white long-sleeved shirts with conventional collars.

Uniform defaulters:

- Parents should make arrangements with the deputy in certain circumstances where learners are unable to wear the school uniform. Any learner who did not make any arrangements will be placed automatically in DT. It should be noted that wearing tackies or other shoes to school is not acceptable, and that parents should endeavour to repair school shoes immediately.
- No make-up, nail polish, tattoos and henna allowed.
- Girls without head bands or boys without fezzes will report to detention.

Jewellery

- No jewellery, accessories, make-up or coloured contact lenses are allowed. Learners are only allowed a wrist watch, while female learners may wear a pair of stud earrings.
- Fingernails must be kept trimmed short and clean at all times.
- During events that allow the wearing of casual wear, learners should wear neat, presentable clothes that are in accordance with Islamic morals and values. Beachwear, tight fit clothing and or revealing clothing are not allowed.

Hair

- Female learners' hair should be covered at all times. Under no circumstances are they allowed to reveal their hair.
- Boys hair must be short and neat. (include explanation)

School bags

- Blue or black school bag recommended
- No writing or graffiti on bag
- Must be clearly labeled with owner's name
- **School Uniform:**

Toppers
Lawrence Road Athlone
021 696 3521

Cell Phone and Electronic Device Policy

Cell phones are strictly prohibited at school.

Any learner found in possession of a cell phone while wearing the school uniform (inside/outside school premises) will have that cell phone confiscated for a period of **three months**. Learners or parents requesting an earlier **release will pay a fine of R250**.

Any learner found in possession of a cell phone in a test or exam venue constitutes a breach of exam regulations and may result in a learner receiving a zero for that test or exam.

The school will not be held responsible for any cell phone that is stolen or missing.

Drug Policy

DAIHS reserves the right to undertake, random drug-testing of learners across all age groups. The possession or use of any drug or unauthorized chemical substance constitutes a criminal offence and will be treated as such. However, our policy with regard to offenders is to consult the parents and together with the local counselling department determine the best way forward, with rehabilitation as a possibility. Parents are liable for costs involved in the rehabilitation process (regular testing and counselling). Repeat offenders will be subject to a School Management Hearing and possible expulsion.

Academics

As an independent school, Darul Arqam adheres to the curriculum prescriptive as detailed by the Western Cape Education Department (WCED) and has adopted the Curriculum Assessment Policy Statements (CAPS). All our matriculants sit for the National Senior Certificate (NSC) Examinations.

General Education and Training (GET) phase grades 8-9

Compulsory Subjects: English, Afrikaans, Mathematics, Life Orientation, Quran, Islamic Studies, Arabic, Natural Science, Social Science, Economic Management Sciences, Technology and Creative Arts.

Further Education and Training (FET) phase grades 10-12

Compulsory Subjects: English, Afrikaans, Mathematics, Life Orientation, Quran, Islamic Studies, Arabic and Religion Studies.

Choice Subjects: Physical Science and Life Science or Business Studies and Accounting or Geography and Tourism.

Clubs and sport codes suspended due to COVID.

Parental Participation is important and includes . . .

- supporting and furthering the interests and welfare of the students and the school.
- promoting a symbiotic commitment to establish and maintaining an effective, respectful and purposeful working relationship between the school and home.
- ensuring that the mode of dress and communication on the Darul Arqam premises is in keeping with the ethos of the institution.
- assisting in promoting positive behaviour and synthesizing Islamic values at home and school.
- being available to a variety of volunteering opportunities that support our vision of success for all students thereby assisting the Darul Arqam team to reach its goal.

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. Oneweek 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.

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 = R8500.00
Badge	R 80.00
Tie	R100.00

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**

STATIONERY LIST GRADE 8: 2022

DEPARTMENT	BOOKS REQUIRED
AFRIKAANS	1 x Hardcover 192pg, 72pg soft cover, 20pg file, Dictionary-Afrikaans Verklarendewoordeboek
ENGLISH	1x Hardcover 192pg, 20pg Flip file, Pocket Dictionary, 72pg Soft Cover
MATHEMATICS	2 x Hardcover 192pg, Graph book, Mathematical Set, 20pg Flip file, Calculator (Casio FX 82 za plus ii)
LIFE ORIENTATION	Hardcover 192pg
TECHNOLOGY	Hardcover 192pg, 20pg Flip file, Nature study book for drawings, Graph book
CREATIVE ARTS	Hardcover 192pg, pencil crayons
EMS	192pg Hardcover, 20pg Flip file
NATURAL SCIENCE	192pg Hardcover
SOCIAL SCIENCE	2x192pg Hardcover, 20pg Flip file
ARABIC	First Steps in Arabic Grammar by Yasien Mohamed, 192pg Hardcover, 20pg Flip file
ISLAMIC STUDIES	192pg Hardcover

SETWORK BOOKS	
ENGLISH	English for Success Home Language. Grade 8 Literature Anthology ISBN: 9780199044702
AFRIKAANS	Perfek Deur Jaco Jacobs ISBN: 9780799367140 Afrikaans sonder Grense Leesboek ISBN:9780636146211

GENERAL

- All books must be covered and labelled before school commences in January 2022.
- 1 Box of paper for the year.

Matriculants of DAIHS completing their studies at the following Tertiary Institutions:

*University of Cape Town

* University of Stellenbosch

*University of Western Cape

*Islamic Peace University of South Africa

*Madina Institute

*Unisa

Average pass rate for the past three years:

*Gr8 – 97%;

*Gr9 – 97%;

*Gr10 – 96%;

*Gr11 – 98%;

*Gr12 – 98%

Remember, Grade 12 Class of 2026, 'You are the Best, and you have the Goods to be the Best!'