

HOUGHTON MUSLIM ASSOCIATION

# Madrasatul Furqaan Houghton

52 Second Avenue, Houghton, 2198

P.O. Box 1274, Houghton, 2041

Tel: 011 728 7117

[www.hma.org.za](http://www.hma.org.za)

[madrasah@hma.org.za](mailto:madrasah@hma.org.za)

Fax: 086 659 9194;

[madrasahprincipal@hma.org.za](mailto:madrasahprincipal@hma.org.za)

[hifz@hma.org.za](mailto:hifz@hma.org.za)



MADRASATUL  
FURQAAN HOUGHTON

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## Prospectus, Code of Conduct & Application Form 2018

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## Application Process

Should you wish to enrol your child at Madrasatul Furqaan Houghton you would need to complete an enrolment form and sign a code of conduct that is strictly enforceable.

## Classes

At Madrasatul Furqaan Houghton we offer the following grades:

Grade R – 7 & Open Class from Grade 8 upwards (ages 4 & ½ up...)

Hifz classes for Boys & Girls – Additional set of rules are applicable.

Revert Class

## Fees

Fees for 2018 are as follows: (subject an annual review)

Grades R – 7: R6 300.00 per Annum

Less 5% if full amount paid before end February (R5 985.00) or if a Debit order is signed before end February over 10 months from Jan – Oct (R598.50 / month).

Higher Grade (From Grade 8 Upwards): R4 500.00 per Annum

Less 5% if full amount paid before end February (R4 275.00) or if a Debit order is signed before end February over 10 months from Jan – Oct (R427.50 / month).

Hifz Boys part time: R8 000.00 / annum

Less 5% if full amount paid before end February (R7 600.00) or if a Debit order is signed before end February over 10 months from Jan – Oct (R760.00 / month).

Hifz Boys full time: R16 000.00 / annum

Less 5% if full amount paid before end February (R15 200.00) or if a Debit order is signed before end February over 10 months from Jan – Oct (R1 520.00 / month).

Hifz Boys Part Time (Morning) – Adults only: R4 200.00 / annum

Less 5% if full amount paid before end February (R3 990.00) or if a Debit order is signed before end February over 10 months from Jan – Oct (R 399.00 / month).

Girls Hifz Class Part time: R 7 200.00 / annum

Less 5% if full amount paid before end February (R6 840.00) or if a Debit order is signed before end February over 10 months from Jan – Oct (R 684.00 / month).

Reports will not be issued for non payment of fees.

If Fees cannot be afforded, please contact the principal.

If fees are not paid in accordance with one of the above selected payment options, the Madrasah reserves the right to:

- Exclude your child / children from all activities including lessons and examinations.
- Accept your child / children only on payment on full outstanding fee.
- Re-register your child / children for the following year on payment on the full outstanding fee.
- Hand your account over to an attorney for collection including legal costs.
- Report you to the credit bureau.

### **Payment method**

Fees are due and payable by the 7<sup>th</sup> day of each month, or by the 3<sup>rd</sup> week of every term or annually before the end of first term. No other payment form will be acceptable. All outstanding fees (2017) must be paid up before the end of the January 2018, failing which the student's registration may be terminated.

Fees can be paid by direct deposit 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 Madrasah. Should the student leave the madrasah 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**

MADRASATUL FURQAAN HOUGHTON

Bank: First National Bank

Account Number: 62 444 250 112

Branch: Fordsburg

Branch Code: 252505

Reference: (your child's full name and surname)

### **Illness**

Kindly call the office if your child is unable to attend madrasah on a particular day due to being ill. 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 madrasah hours or in an emergency, please hand this to the teacher yourself along with clear written instructions.

If your child is sick please keep him/her at home as this will speed up the recovery process and prevent the illness from spreading to the other children. Parents will be contacted if their child becomes ill at madrasah.

In case of an emergency, the child will be taken to the nearest doctor's facilities. This will be for the account of the parent.

### **Personal Property**

Please do not send your child with any toys or personal items to madrasah. This is against Madrasah policy. We will not be held responsible if the item is lost or damaged.

Under no circumstances will cell phones or any electronic items be allowed at the institution. Should the child be caught, the item will be confiscated and returned at the end of the term.

## **Madrasah Hours**

Please ensure that you abide to the madrasah hours. Please do not drop off your child too early or collect too late. The HMA cannot be held responsible for events that occur outside the madrasah hours. Teachers are available for parents to meet 10 minutes before and 5 minutes after Madrasah.

### Summer Months:

Madrasah starts at 15h30h and ends at 17h30h.

### Winter Months:

Madrasah starts at 15h10h and ends at 17h10h

## **Holidays**

The madrasah year consists of 4 terms. This might vary at times. Attached is the Calendar for the madrasah for 2016

## **Security**

A security guard will be on duty at all times.

## **General Behaviour**

The madrasah 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 maintain.

## **Database**

Please ensure that we have your correct contact details at all times. This is vital should you need to be contacted if your child takes ill at madrasah. Should your contact details change at any point during the year, please inform the teacher and office immediately so that the database can be updated accordingly.

## **Contact Details**

Principal of Madrasah:

Moulana Ridwaan Hoosen 011-728 7117 (madrasah hours only) or cell 072 173 6813.

Please note that teachers are not allowed to receive calls and/ or meet with parents during teaching times. Kindly leave a message with the principal and he will pass on to relevant teacher. An email may be sent for any queries to: [madrasah@hma.org.za](mailto:madrasah@hma.org.za) or [madrasahprincipal@hma.org.za](mailto:madrasahprincipal@hma.org.za)

Any meetings with teachers must be set up after madrasah hours, no exceptions will be allowed. There will be no disruptions allowed during teaching times.

## General

HMA 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 or Board of the HMA Shura Committee responsible for the affairs of the Madrasah. As the staff members have limited time with the learners we prefer to deal with complaints out of Madrasah time.

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 Madrasah.

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## Madrasatul Furqaan Houghton Regulations and code of Conduct

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### 1. 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 jewellery

### 2. Jewellery (*category 1 offence*)

- No rings, chains, earrings (boys) or any other forms of jewellery allowed.
- Only medic-alert bracelets or chains may be worn

### 3. 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 madressa will decide as to whether a hairstyle is acceptable or not.
- Madressa 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*)

### 4. General behaviour (*category 1- 3 offence*)

- Fighting: no physical abuse of any kind will be tolerated. No bullying will be allowed and all forms of bullying should be reported to the respective teachers of that class. (*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: wilful destruction of property or tampering of 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 material: possession of any form of offensive material is unacceptable (*category 3 offence*)
- Cell phones/electronic equipment: no cell phones will be allowed under any circumstances. Any student found with a cell phone will result in the phone being confiscated and returned at the end of the term. Repeated breaking 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 encouraged to greet every adult and to display the appropriate Islamic behaviour to all their superiors.
- Noise: order and quiet are to prevail in all classrooms of the madressa. No disrespectful or unseemly behaviour will be tolerated. (*category 2 offence*)
- Respect: disrespecting teachers will not be tolerated. (*Category 1-2 offence*). No back-chatting or rude interruption of any teachers allowed.
- Salaah: all learners expected to perform Asr salaah as part of their madressa time before dismissal. (*category 1 offence*)
- Smoking / Substance Abuse: this is a serious offence. (*category 3 offence*)
- Stationery: to have the necessary stationery daily. (*category 1 offence*)

#### 5. Absenteeism (*category 1 offence*)

- A letter from a parent must be handed in to the madressa on the day of return of learner.
- The validity of an excuse for absenteeism is at the discretion of the teacher or the principal.

#### 6. Punctuality:

- Students must strictly adhere to madrassah times.

#### 7. Cycle tests and examinations:

- Weekly cycle tests: discretion of the teachers
- Termly exams including 2 external examinations will determine the learner's progress.
- Examination: no exams to be missed without a valid reason, a mark of zero will be given to the student if the examinations are not taken without a valid reason.



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## **Madrasah Enrolment Form 2018**

<b>Pupils Particulars</b>	
Surname:	
First Name/ s:	
Grade Applied for:	
ID No or Date of Birth:	Age:
Home Address:	

<b>Parents Particulars</b>		
	Father / Guardian	Mother / Guardian
Surname:		
First Name/ s:		
Tel. Home:		
Tel. Work:		

<b>Mobile:</b>		
<b>Postal Address:</b>		
<b>Email:</b>		

<b>Fees</b> HMA requires a minimum of one term notice period for any student who intends leaving the Madrasah. Parent / Guardian will be liable for one terms fees if no notice is given in writing to the principal.						
<b>Grade R – 7</b>	R630.00 / month payable over 10 months, or R6 300.00 pa, – 5% for payment upfront (by end Feb) or Monthly Debit Order					
<b>Open Class (Grade 8 upwards)</b>	R450.00 / month payable over 10 months, or R4 500.00 pa, – 5% for payment upfront (by end Feb) or monthly Debit Order					
<b>How will you be paying</b>	Cash	Cheque	EFT	Monthly	Debit Order	Upfront

<b>Special Precautions – Medical or Any Other</b>

**Indemnity:** I, \_\_\_\_\_, (parent/guardian) of \_\_\_\_\_ (pupil) hereby absolve the Houghton Madrasah and its teachers or any person employed by the Madrasah and or duly authorised person on behalf of the said Madrasah from any liability for any loss of property and or damage sustained by reason of injury to the said pupil' from the time he/she enrolls as a pupil of the above Madrasah until the last day at his Madrasah.

I HEREBY AGREE TO THE CODE OF CONDUCT OF THE MADRASAH, AND I DECLARE THAT WE CAN / CANNOT AFFORD THE FEES SET OUT BY THE HMA.

<b>Parent's / Guardian Signature:</b>		<b>Date:</b>	
<b>Name of Parent / Guardian</b>			



**MADRASATUL FURQAAN HOUGHTON**  
**DEBIT ORDER AUTHORITY –MADRESSAH FEES**

**TO: MADRASATUL FURQAAN HOUGHTON**

I / We \_\_\_\_\_ authorise Madrasatul Furqaan Houghton to draw against my / our bank account.

Bank Name: \_\_\_\_\_

Branch Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Type of Account: \_\_\_\_\_

The Sum of: R \_\_\_\_\_ ( \_\_\_\_\_ )

Reference: \_\_\_\_\_

(To appear on Madrasatul Furqaan Houghton Statement)

Monthly commencing on: \_\_\_ \_\_\_ 2018

Proceed of this debit order to be paid into the account of Madrasatul Furqaan Houghton, held at: First National Bank, Fordsburg, and Branch Code: 252505 ACC NO: 62 444 250 112

And/or

This authority may be cancelled by giving Madrasatul Furqaan Houghton 30 days notice in writing.

I/ We agree to pay any bank charges relating to this debit order.

The reference Madrasatul Furqaan Houghton will appear on your bank statement.

Dated at \_\_\_\_\_ on this the \_\_\_ day of \_\_\_\_\_ 201\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Code : \_\_\_\_\_

Tel: \_\_\_\_\_

Cell : \_\_\_\_\_

Email: \_\_\_\_\_