



Al Abraar Academy

Hifz Code of Conduct

Quranic Memorization Program (Tahfeeth al Qur'an/Hifz) Program

The act of committing the Holy Qur'an to memory holds profound significance in Islam, bestowing esteemed recognition upon those who achieve this milestone as Huffaz, garnering elevated respect within the Muslim community.

Ibn 'Amr, narrates the Prophet (Sallallahu Alaihi wasallam) said: "It will be said to the companion of the Qur'an after he has entered Paradise, 'Recite, and rise!' For every verse he recites he will rise one level (in Paradise), until he recites the last verse with him (i.e., in his memory)." (Abu Dawood)

Structure of the Program

The Hifz program is meticulously designed to enable students to commit the entire Qur'an to memory while ensuring the continuity of progress in other academic domains. The pace of advancement in Hifz is tailored to individual capacities. Nonetheless, as a guiding principle, all students enrolled in the Hifz class are anticipated to complete the course within four academic years.

At Al Abraar Academy, the Hifz classes are divided into **four stages**: Nazrah of minimum 7.5 Juz, Initial Assessment for 14 days, pre-Hifz for 1 year and Hifz. Each level has distinct expectations, outlined below:

Nazrah:

- All students must complete Nazrah until Surah Al Anam (7.5 Juz) minimum before starting the initial assessment and being able to recite the Quran looking inside fluently with basic Tajweed.
- After completing each Juz by Nazrah, students must undergo a Nazrah Juz test with the head teacher or MI Yasin.
- Mandatory participation in evening classes, including Saturday morning sessions.
- Maintain a minimum attendance rate of 98% throughout the year.
- Unauthorised absences will be managed in accordance with the Attendance Policy and may result in disciplinary action, including detention, review meetings, and where necessary, reconsideration of the student's place in the programme.
- Establish and adhere to a consistent routine of daily recitation.

Initial Assessment (First 14 Days) for Hifz:

- Students entering Pre-Hifz must memorize 5-6 lines per day from randomly selected Juz between (5-20).
- The daily memorization increases by one line each day. Students should also learn Sabaq Para each day without failure.
- Mandatory participation in evening classes, including Saturday morning sessions. Failure to attend regularly may result in disciplinary action and, in serious or persistent cases, may lead to a review of the student's place in the programme.
- By the end of 14 days, students should have memorized 3-4 pages. Lack of consistency may prevent progression to the pre-Hifz stage.
- Unauthorised absences will be managed in accordance with the Attendance Policy and may result in disciplinary action, including detention, review meetings, and where necessary, reconsideration of the student's place in the programme.
- Cultivate and maintain a consistent routine of daily revision and recitation.

Pre-Hifz Stage:

- In Pre-Hifz, students are expected to memorize 3 - 4 Juz in a year with consistent daily memorization of a minimum of 5 - 6 lines from Sabaq, Sabaq Para, and Dhor.
- The number of lines for Sabaq, Sabaq Para and Dhor will increase gradually with progress.
- After completing each Juz, students must undergo a Juz test with a maximum of 4 allowed mistakes.
- Mandatory participation in Morning & evening classes, including Saturday morning sessions. Failure to attend regularly may result in disciplinary action and, in serious or persistent cases, may lead to a review of the student's place in the programme.
- Students must maintain a minimum attendance rate of 98% throughout the year. Unauthorised absences will be managed in accordance with the Attendance Policy and may result in disciplinary action, including detention, review meetings, and where necessary, reconsideration of the student's place in the programme.
- Cultivate and maintain a consistent routine of daily revision and recitation.

Hifz Stage:

- Upon completing the Pre-Hifz stage, students move to the Hifz class and are expected to memorize a minimum of 6-7 Juz per year consistently.
- Students should memorize a minimum of 13–15 lines from Sabaq during the morning Hifz session at the Masjid and recite the newly learnt sabaq to the teacher within the first 40 minutes of the lesson, along with Sabaq Para (minimum 7 sides per day) and Dhor (revision) as instructed.
- Parents are expected to support their child at home by ensuring sufficient revision is completed and by signing the Hifz Record diary daily, including the number of minutes spent on revision. Failure to meet daily sabaq targets may result in additional supervised sessions, including compulsory Sunday attendance, in line with the Attendance Policy.
- After completing each Juz, students must undergo a Juz test with a maximum of 4 to 5 allowed mistakes throughout the Juz.
- Mandatory participation in evening classes, including Saturday morning sessions. Failure to attend regularly may result in disciplinary action and, in serious or persistent cases, may lead to a review of the student's place in the programme.
- Students must maintain a minimum attendance rate of 98% throughout the year. Unauthorised absences will be managed in accordance with the Attendance Policy and may result in disciplinary action, including detention, review meetings, and where necessary, reconsideration of the student's place in the programme.
- Cultivate and maintain a consistent routine of daily revision and recitation.

Daily Presentation to the Teacher

Students present three aspects of their memorization to the teacher:

- Newly memorized lessons (sabaq) – **Within the first 30mins of the beginning of morning class**
- Lessons from the recent past (Sabaq Para) read during the morning class.
- Revision (dohr)

Preparation of Daily Sabaq

Students are expected to attend the morning Hifz session at the Masjid on time and fully prepared to learn and revise their assigned sabaq, Sabaq Para, and dhor under the supervision of the teacher. Parents are expected to support their child at home by ensuring sufficient revision is completed and by signing the Hifz Record diary daily, including the number of minutes spent on revision. Failure to meet daily sabaq targets may result in additional supervised sessions, including compulsory Sunday attendance, in line with the Attendance Policy.

Assessments

The teacher assesses each of these three elements on a daily basis. Upon successfully completing a Juz, a compulsory Juz test is conducted (by the Head Teacher), and progression is permitted only upon passing this test. Additionally, two formal examinations are held annually to assess students' advancement.

Hifz Commitment

Attaining success in the Hifz course requires unwavering commitment from students, complemented by active support from their parents. To foster a common understanding and ensure the fulfilment of responsibilities, specific terms are jointly established. It is paramount that both parents and the student comprehend the level of dedication – often necessitating significant sacrifices – essential to attain this esteemed privilege.

Parents and students must also appreciate the need to strike a harmonious balance between the Hifz Course and the National Curriculum subjects to safeguard the student's academic progress from any adverse effects caused by undertaking the Hifz Course.

To successfully complete the memorization of the entire Qur'an, students are expected to diligently memorize the specified amounts detailed in the Expectation section on a daily basis throughout their Hifz journey. These targets may be subject to revision following consultation with the Head of the Hifz teacher for students who may encounter challenges in completing the entire Qur'an.

It's imperative for parents to recognize that acceptance into their preferred option remains at the discretion of the Head Teacher, who retains the authority to withdraw a student from the program in consultation with parents if adequate progress is not being achieved or if continuing with the preferred option is found to detrimentally impact a child's academic advancement.

Hifz Record Book

Each Hifz student receives a Hifz record book containing essential information about the program, academic objectives, and daily progress records. This book serves as a tool for teachers & Parents to document progress.

Learning Review Sessions

Will be held with the student and parent/guardian every three months. This will provide opportunity for you and your son to receive feedback and update on his progress, consolidate his learning and address any concerns and issues with his teacher and the Madrasah.

Admission

Requirements Due to high demand, securing a place in the Hifz class is competitive. All students undergo assessments with the Head Teacher in Tajweed and Qur'anic recitation before being considered for admission. Only those students demonstrating competence in Tajweed and recitation are eligible for enrolment in the Hifz program as outlined above.

Timings

Monday – Friday:

Morning: 6:00 AM – 7:30 AM

Evening: 4:30 PM – 7:40 PM

Saturday: 6:00 AM – 8:30 AM

Note: Morning timings may be subject to change during the winter months.

Holiday Policy

Any parents wishing to take their child on holiday **outside of official term times** must first **submit a holiday request via the Parent Portal**. Only once this request has been **formally authorised by Madrasah management** will the child be permitted to go on holiday.

Failure to follow this procedure may result in disciplinary action in line with the Attendance Policy, including a review of the student's place in the programme.

Behaviour Expectations & Disciplinary Procedures – Hifz Class

In addition to the academic expectations outlined above, students enrolled in the Hifz program at Al-Abraar Academy are held to high standards of conduct, punctuality, and discipline. The following policies apply:

Attendance & Punctuality

- Students must arrive **on time** for all sessions.
- Persistent lateness will be monitored and addressed in line with the Attendance Policy. Continued lateness may result in detention and further action where necessary.
- Regular or repeated absence without valid reason will be managed in line with the Attendance Policy and may include restrictions on sabaq, weekend attendance requirements, and further disciplinary action.

Timing

Where a student misses a session without valid reason, appropriate measures may be taken in line with the Attendance Policy, including additional supervised learning time or detention.

Missing Items

- Students must bring all required items daily (Qur'an, record book, pen, & correct uniform, etc.).
- Repeated failure to bring necessary items may result in **temporary suspension** from class until resolved.

Behaviour Management

- Respectful behaviour is mandatory. Students must maintain discipline and show appropriate conduct toward teachers and peers.
- If a student receives **three verbal warnings**, this may lead to a **weekend detention**.
- Repeating this behaviour (another three warnings) will result in **another weekend detention**.
- A **third recurrence** will trigger a **parent meeting** and may lead to **suspension** from the Hifz class.

Disciplinary Consequences

Escalating consequences will apply in the case of repeated serious behavioural or attendance breaches:

- 1st offence: **3-day suspension**
- 2nd offence: **7-day suspension**
- 3rd offence: **Permanent removal** from the Hifz program

Suspension Guidelines

Suspension from the Hifz class may be considered only under the following circumstances:

- Continuous behaviour issues after warnings and detentions
- Repeated lateness or unexplained absences
- Failure to consistently bring necessary items for learning

Our aim is to support students in excelling spiritually and academically. These procedures are in place to maintain discipline and preserve the sanctity of the Qur'an memorisation process.

Parent/Guardian Agreement

To ensure the success of your child in the Hifz Program and to maintain a disciplined, respectful, and spiritually uplifting environment, we ask all parents/guardians to read and acknowledge the Behaviour Expectations and Disciplinary Procedures outlined above.

By signing below, you confirm that you:

- Have read and understood the Behaviour Expectations & Disciplinary Procedures for the Hifz class
- Will support your child in maintaining regular attendance, punctuality, and discipline
- Understand the consequences outlined and agree to abide by the decisions taken by Al-Abraar Academy
- Accept that repeated misconduct may result in temporary suspension or permanent removal from the Hifz program

Please sign below to confirm your agreement:

Student Name: _____

Class: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____