

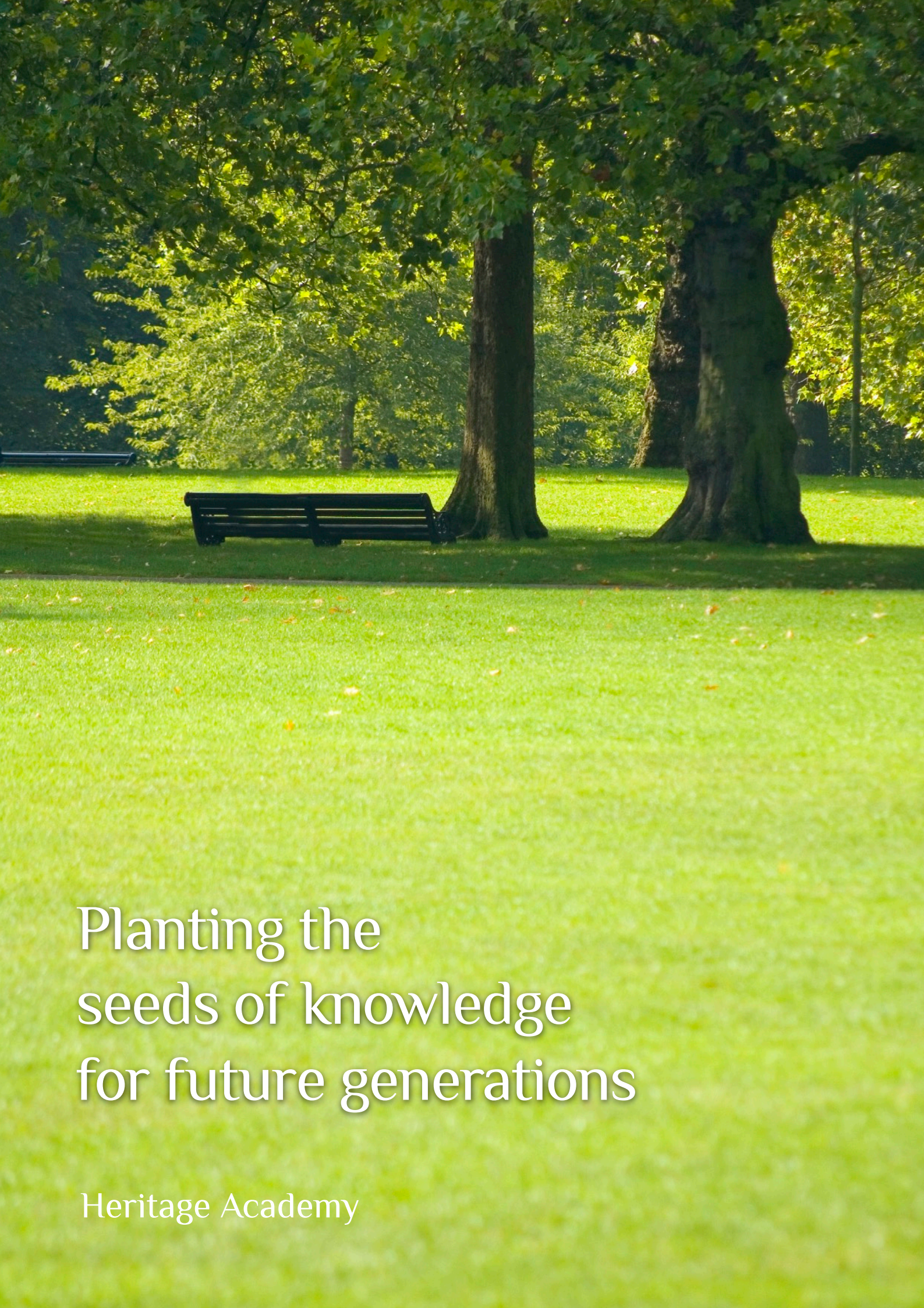


# Heritage Academy

Moving Forward In Muslim Education







# Planting the seeds of knowledge for future generations

Heritage Academy



# Introduction

Asalaamu 'alaikum wa rahmatullah

Islam emphasise great importance on attaining knowledge and demonstrating good character. As Muslims we have a perfect example in our beloved Prophet Muhammad (peace be upon him) and the first verse revealed to the Prophet was, ***“Read - in the name of your Lord, Who has created all that exists.”*** Allah gave increasing wisdom to Prophet Muhammad (peace be upon him), which enabled him to become the greatest teacher to humanity.

Following in the footsteps of our Prophet, the British Muslim Heritage Centre had a vision to establish a twenty first century Islamic educational after-school club that promotes excellence. The purpose of Heritage Academy is to teach children the true meaning of the beautiful religion of Islam, devoid of any cultural interpretations, extremism or sectarianism.

Heritage Academy provides an opportunity for Muslim children living in Manchester to connect with their faith and develop into proud and balanced British Muslims who can successfully become leaders and positive role models within their communities Insha'Allah.

**Shafiq Siddiq**

Head of Education

British Muslim Heritage Centre

# Helping children achieve their full potential

We strive to develop the  
character of young Muslims  
by instilling  
**Islamic values**







# British Muslim Heritage Centre

The British Muslim Heritage Centre (BMHC) is located amidst beautiful lush green 8 acre grounds in Manchester. The BMHC is a unique centre that serves not only the Muslim community but also aims to reach out to the wider community and welcomes all.

There is a large Muslim population in Greater Manchester that are served by numerous Mosques in the surrounding areas. Unfortunately a recurrent problem for young Muslim learners in Manchester, as well as other towns and cities across the UK, is under achievement in terms of their Islamic education. Despite best efforts, many of the existing traditional run Madrasahs require innovative teaching methods to motivate children, and ensure that they achieve their full potential and have a better understanding of what they are learning.

The BMHC recognises that the next generation deserve high quality Islamic education, which will enable them to develop confidence as well as a clear sense of their Muslim identity. Heritage Academy aims to provide children with the tools they require to help them prepare for challenges they may face in later life. Unlike some Madrasahs, Heritage Academy endeavours to shape the behaviour of students so they better understand the tenets of their faith, therefore equal time is given to the teaching of Islamic Studies alongside Qur'anic Tajweed. This greatly helps to develop the Tarbiyah of children so that not only do they attain a deep understanding of their faith, but they also become leaders and positive role models within their communities Insha'Allah.

## Aims

- Raise standards of achievement by offering all our students an excellent Islamic learning experience.
- Develop our students' character and instil in them Islamic values.
- Nurture the love of learning Islam into the life of our students through interactive teaching methods.

## Mission

- To promote academic success so students achieve excellent results.
- To encourage students to become the next generation of leaders for their communities.
- To develop and instil character-building skills for our students using the methodology of the Qur'an and the Sunnah.

## Vision

- To have the best Muslim after-school club in Manchester providing quality education Insha'Allah.

Every great mission is based on pillars. Our steps to success are the following:

- **Raising Standards** – We have defined clear and measurable expectations for achievement and character development. Parents, children and teachers work together to achieve and re-enforce the love of learning. We support through formal and informal rewards for both effort and behaviour.
- **Parental Commitment** – We expect that all parents who make a decision for their children to attend Heritage Academy to uphold a commitment to put in the time and effort to achieve success by re-enforcing what we teach, in the home environment .
- **Emphasis on Achievement** – We observe and note each child's progress and focus on achievement. We want to develop in our students the love of learning.



# Education

At Heritage Academy, our aim is to educate the younger generation of this Ummah through knowledge, wisdom and good morals using successful methods found in the Qur'an and Sunnah.

By adequately educating our young Muslims, we will be moulding the future generations in the UK. They will proudly maintain the practice of their faith as British citizens, as well as becoming beacons of light within the wider society Insha'Allah.

Recognising that Islam is a holistic way of life, through teachings of the Qur'an and Sunnah, we aspire to nurture young Muslim learners to espouse sound and balanced Islamic principles. This is achieved by promoting cohesive Islamic and universal values, fostering respect, tolerance, justice and the elimination of bigotry.

Heritage Academy teachers are qualified, fluent in the English language and are recruited based on their knowledge, as well as prior teaching experience. Additionally, we adhere to a strict Disclosing Barring Service (DBS policy) for all staff working at Heritage Academy.



# Admissions

There are two easy steps to apply for your child to attend Heritage Academy.

1. Please carefully read through the policies and procedures in our prospectus which can be found at:  
[www.heritageacademy.org.uk/admissions](http://www.heritageacademy.org.uk/admissions)
2. Please complete the online Application Form which can also be found on the above link

## **Interview:**

Once a space becomes available, you and your child will be invited to attend an interview. At the interview your child will be assessed on their level of Arabic and manners. A student will only be offered a place if we are satisfied that your child has met the entrance criteria. In order to maintain small class sizes, entry to the Heritage Academy is competitive and based on overall behaviour of the child.

If your child is offered a place, they will be on a 6 week probationary period, during which time they will be monitored on their behaviour, attendance, punctuality and attitude. A child's place at Heritage Academy may be revoked at any time during the probationary period should their behaviour, punctuality or attendance be unsatisfactory.



# Heritage Academy

## Policies and Procedures

### AIMS & OBJECTIVES

- ▶ Providing Islamic education to children, irrespective of their race, ethnicity or geographical background.
- ▶ Instilling Islamic values and beliefs in the hearts of our pupils within the mainstream Islamic methodology based on the Qur'an, Sunnah and Ijma.
- ▶ Providing an environment for socialisation with other Muslim children.
- ▶ Creating an after-school club experience that is pleasant and enjoyable for students. This is done by means of quizzes, competitions, prizes and games etc.
- ▶ Ensuring all pupils are treated fairly and equally.
- ▶ Developing pupils and enabling them to become upright members of the community.
- ▶ Heritage Academy classes focus on:

<i>Qur'an Studies - Developing skills in reading the Qur'an with Tajweed and memorising selected chapters and supplications.</i>	<i>Islamic Studies - Developing Islamic manners and character. Teaching Beliefs, Salah, Wudu, Du'as, Seerah etc.</i>
--	--

### CELEBRATING ACHIEVEMENT

- ▶ Students participate in assemblies throughout the year. Islamic themes are creatively presented, based on what students have learnt and understood and certificates are presented for specific achievements.
- ▶ In each term there are various competitions and challenges implemented to enhance the children's learning, using modern teaching techniques.
- ▶ Heritage Academy may take photos or videos for use in publications or videos associated with Heritage Academy/ British Muslim Heritage Centre for promotional and documentary purposes. If you do not wish your child's image to be used, kindly please inform Heritage Academy in writing via email to the Heritage Academy email address.

### PARENTAL SUPPORT

- ▶ Please provide a supportive learning environment at home for your children.
- ▶ It is essential that parents practice with their children at home, or if required support them with extra tuition to ensure that their child is meeting the required standards.

### UNIFORM & HYGIENE

- ▶ Girls are asked to wear a khimaar (head scarf) and jilbaab (loose outer garment).
- ▶ Boys should wear either a white thobe, white shalwar kameez or white shirt with white trousers.
- ▶ Any child attending Heritage Academy who does not conform to the uniform policy may be sent home.
- ▶ Parents should ensure that their child arrives at the academy already in a state of wudu (ablution).
- ▶ Hairstyles for boys should not be deemed contrary to Islam. Boys are also not permitted to wear chains or earrings at the academy. Any students not adhering to these rules may be sent home.

### PAYMENT

- ▶ Fees are to be paid **monthly** in advance and are non-refundable regardless of attendance.
- ▶ Payment can be made via online payments (preferred), or cash.
- ▶ Fees must be paid on the due date. A late fees reminder will be sent to parents notifying them of any payment not being received on time. Constant lateness in paying the fees may result in financial penalties or your child losing their place at the academy.
- ▶ Parents are responsible for books that are required.
- ▶ If a student enrolls mid-way through the month the fee will be calculated pro-rata until the end of the month, payable in advance.
- ▶ Parents must give 14 days notice should they wish to remove their child from the Heritage Academy.
- ▶ Please note there is a non-refundable registration fee of **£40** per child.

## Policies and Procedures

### ABSENCES & LATENESS

- ▶ Classes will only be cancelled for exceptional circumstances. In the event of bad weather such as heavy snow etc, please check the Heritage Academy website ([www.heritageacademy.org.uk](http://www.heritageacademy.org.uk)) for updates.
- ▶ Please make sure that your child punctually arrives at the Academy **before 5:15pm**. Any child arriving after 5:15pm will be classed as late. Lateness not only disrupts other students, but ensures that valuable lesson time is missed. If a child is constantly late, parents will be notified. If the problem persists, the child may be suspended or even expelled from Heritage Academy.
- ▶ Any absences should be kept to an absolute minimal and **MUST BE** explained in the form of a signed note of absence, or an email message from parents.
- ▶ Any planned absences must be approved in advance with the Head. Failure to do so may result in disciplinary action being taken.
- ▶ Regular attendance is essential for progress and consistency and missed classes hinder your child's progress. Absences have a great impact on your child's education. Therefore authorised absences will only be agreed with prior permission from the Head in exceptional circumstances. This does not include sports activities, family arrangements etc.
- ▶ Any pupil who is absent for 4 consecutive days without notification will have their admission re-considered.
- ▶ Parents are responsible for accompanying their child **into** their class and collecting them from their class on time. If a parent/guardian is consistently late in collecting their child, their child will lose their place at the academy.

### STUDENT ASSESSMENT

- ▶ Progress is regularly monitored and evaluated through formative assessment. This includes continuous ongoing assessment throughout the term as well as formal assessments. Teachers set targets for each student and try to maximise their potential enabling them to meet the required standard. Feedback to parents is provided through Parent/Teacher consultation meetings and written student reports.
- ▶ If parents have any concerns or questions about their child's progress, they should firstly speak to the class teacher, if the issue cannot be resolved, they should then contact the Head.

### DISCIPLINE POLICY

- ▶ Well behaved students are vital to the smooth running of the academy. Pupils found breaking any rules or not adhering to the discipline policy will be firstly given a verbal warning. Should the infringement continue; the second stage is a meeting with the parents and Head. If there is still a concern with the student, in the best interests of the academy, the third stage will be that the student is suspended or even expelled from the academy.
- ▶ Aggressive behaviour, verbal abuse or any form of bullying towards pupils or teachers will **not be tolerated** under any circumstances.
- ▶ If a parent wishes to make a complaint regarding any aspect related to the academy, they should follow the Heritage Academy Complaints Procedure or contact the Head to arrange a meeting.
- ▶ Heritage Academy reserves the right to exclude any student disrupting the class or breaching any of the academy policies.

### STUDENT EXPECTATIONS

- ▶ Children are expected to keep their learning areas clean and tidy, and may be asked to tidy and clear up before leaving.
- ▶ Students may bring their own water bottles to class - NO fizzy drinks or juice is allowed.
- ▶ Students must ensure they bring their Heritage Academy bag, textbooks, class books and any homework with them to every class.
- ▶ Mobile phones must be put on silent whilst children are in the academy. If a phone is used or rings during class, it will be confiscated and only returned to the student at the discretion of the Head. Items such as: pen knives, laser pens, torches, iPods, toys, games, sweets, chewing gum or weapons of any type are not permitted on the premises. Any child found with such items will have them confiscated.



## Policies and Procedures

### CLASS ORGANISATION

- ▶ Heritage Academy classes run from Monday to Thursday between **5:15pm - 6:45pm**.
- ▶ Classes are subdivided to cater for different ability groups.
- ▶ Classes are limited to a maximum of fifteen pupils per teacher to ensure each student receives quality time and attention.
- ▶ Parents are not allowed into the classrooms during teaching hours. If you wish to speak to the Head, please send an email requesting appointment.

### ADMISSIONS

- ▶ Children are admitted to Heritage Academy on the basis of a completed application form and a pre-interview with the Head.
- ▶ Should all the places be full at the Academy, children will be placed on a waiting list and parents will be notified once a place becomes available.

### CANCELLATION OF CLASSES

- ▶ Classes will only be cancelled under exceptional circumstances.
- ▶ No classes are held during pre-announced holidays.

### HEALTH & SAFETY

- ▶ Every effort is made to maintain your child's safety and well-being whilst attending the Heritage Academy based at the British Muslim Heritage Centre. In the unlikely event of an accident, or loss or damage to personal items, the Heritage Academy and the British Muslim Heritage Centre will not assume any liability for any direct or indirect loss, damage or injury arising from use of the premises.

### CONTACT DETAILS

For any questions or queries please contact us at:

E-mail: [info@heritageacademy.org.uk](mailto:info@heritageacademy.org.uk)

Postal Address:

Heritage Academy  
British Muslim Heritage Centre  
College Road  
Whalley Range  
Manchester  
M16 8BP



And say, "My Lord, increase me in Knowledge."

[SURAH TA-HA, 114]

# Heritage Academy

British Muslim Heritage Centre  
College Road, Manchester, M16 8BP, United Kingdom

Email: [info@heritageacademy.org.uk](mailto:info@heritageacademy.org.uk) ■ Website: [www.heritageacademy.org.uk](http://www.heritageacademy.org.uk)

Registered Charity No. 1110104