



HIFZ POLICY

Assalamu alaikum wa rahmatullaahi wa barakatuh

1. Introduction

Welcome to the Sandton Hifz Academy (SHA) Hifz Programme. A learner's progress in this class will depend on commitment, effort, and consistency. Nabi (SAW) said:

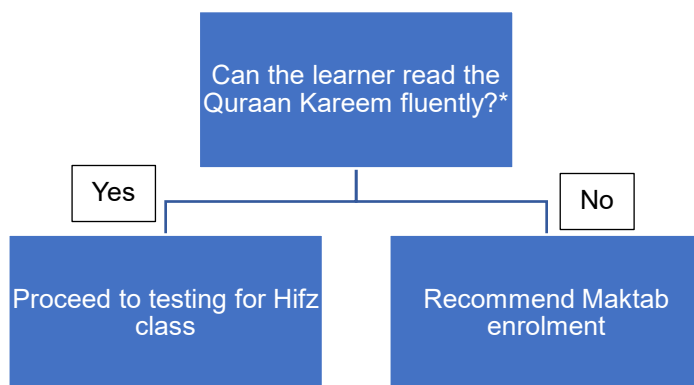
"The best of you is he who learns the Quraan (practices upon its teachings) and teaches it".

There is no doubt that becoming a Hafidh/Hafidha requires utmost determination, a strong support structure, dedication and most importantly implementation of the teachings of Nabi (SAW).

May Allah Ta'aala guide us, inspire us, and allow us to perform work that is pleasing to Allah Ta'aala and accepted from Allah Ta'aala. May the learners, their families, and the wider community benefit from the barakah of the Quraane Kareem.

2. Criteria

All learners who wish to enter the Hifz program must be able to fluently read the Quraane Kareem. It is highly beneficial if learners have completed 5 paras or more of naadhirah before entering the Hifz program. The following simple decision tree can assist parents in determining whether the learner is ready to be entered into the Hifz program.

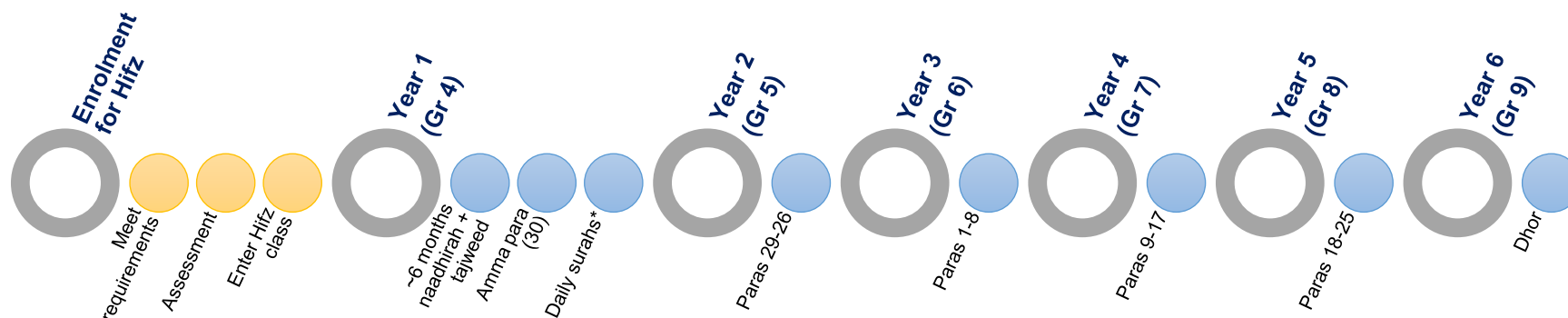


**It is recommended that learners have completed 5 paras naadhirah before proceeding to Hifz class. However, learners will be considered on a case-by-case basis and in accordance with the entrance requirements in section 4.*



3. The Hifz Journey

While we at Sandton Hifz Academy acknowledge that different learners learn at different paces, we have structured the program to start Hifz in Grade 4 and complete by Grade 9 in accordance with the Hifz journey outlined below. The learner is assessed at each interval before being moved to the next (see section 6 for more details).



**Surah Yaseen, Surah Mulk, Surah Waaqi'ah, Surah Sajdah and Surah Dukhaan*

4. Enrolment and Entrance Assessments

New Hifz learners – Grade 4

Learners will enter the Hifz class at Grade 4 level or at level enrolled by the parent. A pre-Hifz assessment will be conducted by the HOD to ascertain whether the learner will be accepted into SHA. Learners will be assessed on:

- Fluency - the Quraane Kareem must be recited fluently.
- Tajweed – it is obligatory that the Quraane Kareem is read with all the rules and regulations, and with the correct (Makhārij) pronunciation.

Learners already on their Hifz journey – Grade 6 upwards

Learners who enrolled at SHA in Grade 6 and upwards will be allowed enrolment in the Hifz class if:

- They have completed the requirements of Grade 4 and 5 (7 – 8 Paras).
- They pass the entrance assessment.

Once a learner is accepted at SHA, the learner will be required to complete the introductory Tajweed course. This reinforces the basic Tajweed rules. Learners who cannot cope with the Hifz programme but are consistent, punctual and abide to the Hifz guidelines will be empowered through a Hifz enrichment programme.

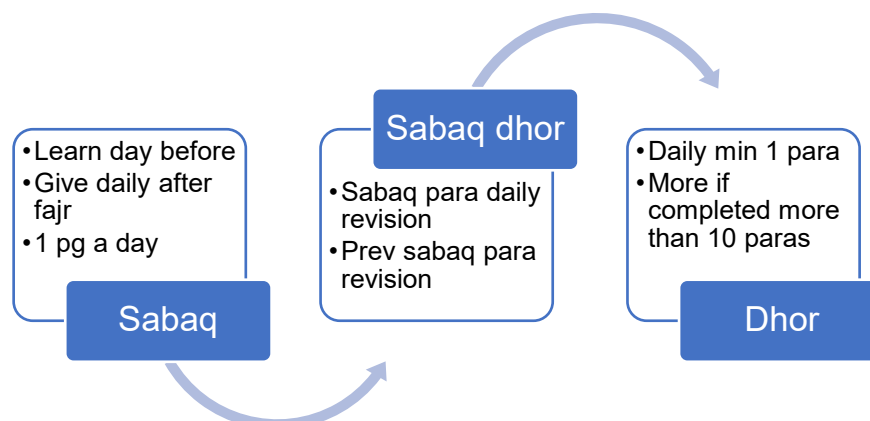
5. The daily Hifz programme

Days and times

The Hifz programme requires learners to attend classes at SHA 6 days a week from Monday to Saturday and including Sunday classes for boys. SHA times are as follows:

Days	Boys	Girls
Monday – Thursday	05:45 - 14:45 After Maghrib – Esha	05:55 - 14:35
Friday	05:45 - 11:45 After Maghrib – Esha	05:55 - 11:30
Saturday	05:45 - 09:15	05:55 – 09:00
Sunday	After Maghrib – Esha	

The 3 daily essentials



6. Assessments and Reports

Assessment will be done on a continuous basis both formally and informally. Learners will be assessed by external examiners when necessary. The following minimum assessments will be performed:

- Entrance assessment (new learners only)
- Para imtihaan (on completion of a para and before commencing with the next para)
- Annual imtihaan
- Completion imtihaan (when learners complete learning the Quraane Kareem)

Hifz progress is monitored daily and communicated with parents through diaries daily. Additionally, reports will be issued as follows:

- Monthly progress reports at the end of every calendar month
- Formal reports at the end of every term

7. Completion and Jalsah

Learners are required to increase dhor to 3-5 paras daily to be considered for completion imtihaan. Completion imtihaan is carried out by the HOD and requires the learner to recite to entire Quraane Kareem with less than 1 mistake and 1 stuck per para. Once completion imtihaan is passed, a Jalsah may be scheduled.

8. Requirements from Learners

A learner of Hifz has been selected by Allah Ta'aala to be on this Hifz journey. Learners are requested to deeply reflect and honour this divine selection by practicing the following:

- Love for the Quraane Kareem and passion for memorising.
- Daily presence in the Hifz class (no absenteeism for trivial reasons).
- Motivation to learn and improve.
- Discipline in all aspects of daily life.
- Consistency in learning and improvement.
- Completing a minimum of 2 paras per term (Year 2 onwards).
- Consistency with regards to dhor.
- Sunnah dress code (including haircuts in compliance with Sunnah).
- Abiding by the Islamic ethos and Sunnah at all times.

9. Requirements from Parents

Parents play a large and important role in the development of a Hifz learner and greatly influence the progress of a learner. We therefore require commitment from parents on at least the following:

- Parents need to make sincere and extensive duaa for the success of the learner in the Hifz programme and for the learner's greater success in the world and the hereafter.
- Parents need to be highly involved daily and at a minimum should be testing the learners sabaq for the next day.
- Parents need to monitor and track the learners progress daily in the learner's diary and communicate regularly with the Hifz Teachers regarding any concerns.
- Parents need to ensure that learners are sitting down to learn/revise every day at appointed times (early in the morning and after Maghrib Salaah is highly recommended).
- Parents need to ensure that learners are present at class daily to assist with the discipline and consistency required for Hifz.
- Parents need to set an example to learners and encourage learners to abstain from actions that will detract from the discipline and consistency required by Hifz learners.
- Parents to ensure that holidays are planned during communicated Hifz holidays and free weekends only.

10. Commitments from Hifz Teachers

The relationship the learner develops with the Hifz teachers plays a pivotal role in the progress of the learner. Hifz teachers are committed to:

- Building and nurturing a bond with learners
- Assisting learners in achieving their Hifz objectives
- Implementing the Hifz programme
- Ensuring the progress of the learner in accordance with the Hifz programme
- Regular communication
- Implementation of discipline and other life skills

11. Commitments from SHA

SHA is committed to continuously improving the Hifz programme and ensuring that learners receive quality education together with completion of Hifz within a structured, disciplined, and secure environment. SHA is additionally concerned with the development of the learners in a holistic sense and includes weekly Tarbiyyah programmes on a Friday. The girls Tarbiyyah programme will take place on a Friday afternoon.

12. Consequences of non-compliance

Learners who do not comply with the above policy will be placed on strict review. Parents will be called in where interventions are required. Regular and continuous non-compliance may result in learners being asked to leave the Hifz class.



Acknowledgement

We hereby confirm that we have read and understand the requirements of the Hifz Policy of the Sandton Hifz Academy. We further acknowledge that we understand the consequences of non-compliance with the Hifz Policy.

Acknowledgement signed by:

Name of father:

Date:

Email:

Cell:

Name of mother:

Date:

Email:

Cell:

parents of Learner

Name of learner: