



MADANI INSTITUTE

محدث اعظم مشن پریسٹن

MADANI INSTITUTE · PRESTON

Student & Parent Handbook

Academic Year 2026/27

FOUNDED 2010

Administered under the umbrella of Muhaddith-e-Azam Mission

For students, parents and guardians



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2010

YEAR FOUNDED

200+STUDENTS,
BOYS AND GIRLS**97%**ATTENDANCE TO AIM FOR
EACH TERM

HOW TO USE THIS HANDBOOK

This handbook is a parent-facing summary of the expectations at Madani Institute. The individual Madani Institute policies contain the detailed requirements and procedures, and may be issued separately through E-Maktab for acknowledgement.



SECTION ONE

Welcome to Madani Institute

Madani Institute was founded in 2010 and is administered under the umbrella of Muhaddith-e-Azam Mission.

Muhaddith-e-Azam Mission was founded by His Eminence, Shaykh al-Islam, Allamah Mufti Sayyid Madani Ashrafi al-Jilani, after his distinguished father, the great Muhaddith of his time, Shaykh Abul Muhaamid Sayyid Muhammad (May Allah have mercy on him).

Over the years since its founding, Madani Institute has become firmly established and is now recognised as a leading Ahl al-Sunnah wa'l-Jama'ah Islamic education centre in Preston.

The Institute provides Islamic education to over 200 students, boys and girls, focusing on Qur'an recitation, foundational Islamic knowledge, and the development of strong manners and character — all within a safe, welcoming and disciplined environment.

OUR AIM

To build the finest Madrasah education a child can receive: one that upholds the tradition entirely, understands the age it is teaching in, and helps every student develop strong manners, character and a respect for Sacred Knowledge.

Joining the Madrasah

We accept children from the age of 4 to 16. Children join at the stage that fits them and progress through the pathway as they are ready, rather than by age alone. A short, friendly assessment sets the right level.

Every child is a trust passed to us by you, and we handle that trust with the responsibility and care it deserves.

MADANI INSTITUTE



SECTION TWO

Our Islamic Ethos

One of the primary aims of Islamic education is to instil a deep sense of propriety and etiquette (*adab*). Our tradition has always insisted that *adab* comes before knowledge, and Madani Institute seeks to nurture this consistently across the Madrasah.

“The one who is ahead of you in character is ahead of you in religion.”

A MAXIM OF OUR TRADITION

Prophetic character

We assess character with the same seriousness as memorisation. The Messenger of Allah (peace and blessings be upon him) stated that he was sent to perfect noble character, and any institute dedicated to serving his religion must live by that.

Knowledge that transforms

What is taught in the Madrasah must not be left in it. It has to appear in who our students are and how they live: the manner in which they eat, speak and treat the world around them. What is taught in under two hours a day should shape all twenty-four hours of their lives. Knowledge has never been a certificate or the recital of information; it is that which transforms the very being of who you are.

Rooted in the tradition

What we teach is thoroughly traditional: the way of the Ahl al-Sunnah wa'l-Jama'ah, as understood by the scholars and saints of this ummah, generation after generation. Our students should know what they believe, why they believe it, and how to practise it.

An education for this age

Our children are being raised in a world unlike any that came before it. We are committed to understanding that world rather than retreating from it, so that students leave us able to see their age clearly and to meet its challenges with confidence.

WHAT THIS MEANS DAY TO DAY

Students are expected to show respect for Allah and His Messenger, for Islam and Sacred Knowledge, and for teachers, staff and fellow students. Good behaviour is not viewed simply as a set of rules. It is part of the development of a student's character, manners and sense of responsibility.



SECTION THREE

Student Expectations

Every student at Madani Institute is expected to uphold the following standards, both inside the Madrasah and beyond it.

- ✓ Show respect to teachers, staff, fellow students and others.
- ✓ Listen attentively and follow instructions from teachers and elders without disruption.
- ✓ Uphold excellent manners at all times, both inside the Madrasah and outside.
- ✓ Refrain from behaviour that disrupts learning.
- ✓ Do not swear or use abusive language.
- ✓ Do not engage in violence or bullying, whether physical or verbal.
- ✓ Follow Madani Institute expectations regarding appropriate clothing, jewellery, accessories and hairstyles.
- ✓ Treat others and their property with respect.
- ✓ Attend classes regularly and arrive on time.

PLEASE NOTE

These expectations are supported by the Behaviour Policy, which sets out the detailed framework for rewards, sanctions and disciplinary action.

Students are expected to show respect for Allah and His Messenger, for Islam and Sacred Knowledge, and for teachers, staff and fellow students.

MADANI INSTITUTE · OUR ISLAMIC ETHOS



SECTION FOUR

Uniform & Appearance

Students are expected to attend Madrasah in the correct uniform, clean and well presented. Modest, tidy dress reflects respect for Sacred Knowledge and for the learning environment.

Uniform

WHO	UNIFORM
Boys	White jubbah with a green topi.
Girls	Black abaya with a white headscarf.
Advanced & Hifz	Students in advanced and Hifz classes may wear a jubbah of their own choice.

Condition and fit

- Jubbahs must be of the correct length and must not be short.
- Uniform must be clean and free from stains or damage.
- No jewellery, make-up or other additions of any kind are permitted.

Hair and grooming

- Boys' hairstyles must be plain and modest. Cut lines, shaved patterns, steps and similar styles are not permitted.
- Eyebrow cuts, lines or shaping are not permitted.

UNIFORM DETENTION

Students who attend Madrasah in incorrect uniform will be given a **30-minute uniform detention**.



SECTION FIVE

Madrasah Times

Madrasah runs each weekday evening. Please ensure your child arrives in good time so that lessons can begin promptly.

CLASS	START	FINISH
Nursery	5:40pm	7:05pm
Foundation & Class 1	5:40pm	7:10pm
All other classes	5:40pm	7:20pm
Hifz	5:20pm	7:20pm

PLEASE NOTE

Hifz classes begin twenty minutes earlier than the rest of the Madrasah, at 5:20pm. Students arriving after the designated start time are recorded as late, as set out in the Attendance & Punctuality section.

Late arrivals are recorded, because lateness disrupts the learning environment.

MADANI INSTITUTE · ATTENDANCE & PUNCTUALITY



SECTION SIX

Term & Holiday Dates

The calendar below sets out the academic year. Holidays and exam periods are shaded.

September 2026						
M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2026						
M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2026						
M	T	W	TH	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2026						
M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2027						
M	T	W	TH	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2027						
M	T	W	TH	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2027						
M	T	W	TH	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2027						
M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2027						
M	T	W	TH	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2027						
M	T	W	TH	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2027						
M	T	W	TH	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Academic year begins / ends Holidays Exams Weekend

Parents and carers are strongly encouraged to avoid arranging holidays or other non-essential absences during term time, as missed teaching affects learning, progress and continuity of education.

CHANGES TO THE CALENDAR

The calendar has been prepared to accommodate recognised Islamic holidays and other planned non-teaching periods wherever possible. In exceptional circumstances, management may designate additional non-teaching days. Where changes are made, all parents and carers will be informed.



SECTION SEVEN

Termly & Monthly Fees

How fees work

One fixed annual fee

Daily rate × number of teaching days in the year

OPTION 1

3 termly payments

One payment each term

OPTION 2

12 monthly instalments

A payment plan for convenience

✓ The same total, either way

These are simply two ways of paying the same fixed annual fee. Nursery £312, Foundation to Class 6 £360, Class 7 / Advanced / Hifz £384 for the year.

The figures below are approximate. The amount for your child is shown on E-Maktab.

OPTION 1 – TERMLY

PROGRAMME	TERM 1	TERM 2	TERM 3	YEAR
Nursery	£104	£104	£104	£312
Foundation – Class 6	£120	£120	£120	£360
Class 7 / Advanced / Hifz	£128	£128	£128	£384

OPTION 2 – MONTHLY INSTALMENTS

PROGRAMME	MONTHLY FEE	× 12	YEAR
Nursery	£26	12 payments	£312
Foundation – Class 6	£30	12 payments	£360
Class 7 / Advanced / Hifz	£32	12 payments	£384



FEES · CONTINUED

Paying Your Fees

All fees must be paid on time, using one of the two payment options below.

Fees are not based on months

Holiday months, including the Ramadan break, do not reduce the fee. Paying in those months does not mean the Madrasah is charging for time it is not teaching.

BANK TRANSFER / STANDING ORDER

Name: Mohaddis e Azam Mission Preston
Acc No: 67336814
Sort Code: 08-92-99
Reference: Your child's full name

CASH

Please hand the payment to the Admin Desk in a fully sealed envelope, clearly labelled with the child's name and containing the correct payment amount.

FEE QUERIES

The amount due for your child is shown on E-Maktab. If anything is unclear, or you need to discuss your payments, please contact us through the Madrasah number set out in the Communication section.



SECTION EIGHT

Attendance & Punctuality

Regular attendance and punctuality are essential to progress. Both are recorded through E-Maktab.

Attendance standards

Every student should aim to attend at least **97% of sessions each term**.

ATTENDANCE	WHAT THIS MEANS
97% and above	The standard to aim for. Recognised through the rewards system.
90% to 96%	Acceptable, but below the expected standard. Parents may be contacted.
Below 90%	Below the minimum. Formally reviewed and, if it does not improve, may result in suspension or expulsion.

Attendance expectations

- Students must attend every class and activity unless there is a valid reason.
- If a student cannot attend for a valid reason, the administration should be informed in advance.
- Attending only for a short period and then leaving may also be recorded as an absence.
- Where a detention has been given, the detention must also be attended.

Punctuality expectations

- Students must arrive at Madrasah by the designated start time.
- Late arrivals are recorded, because lateness disrupts the learning environment.
- Where lateness is unavoidable, the administration should be informed in advance.
- More than **three late arrivals in a month** may result in disciplinary action.



SECTION NINE

Planned Absence & Holidays

We ask families to tell us in advance whenever a child will be away, so that absence can be authorised and learning can be planned around it.

- **Advance notice is required** for any holiday, appointment or day on which your child will be absent.
- Requests should normally be submitted at least **one week in advance** for approval.
- Valid reasons for absence include illness, family emergencies and specific excursions.
- Where absence is persistent, parents may be asked to provide evidence, such as a doctor's note or an appointment letter, before an absence is authorised.

WHERE ATTENDANCE FALLS TOO LOW

A fine may be issued

Where a student's attendance falls below the required minimum, a fine may be issued in addition to the review process set out in the Attendance & Punctuality section.

PLEASE REMEMBER

Giving notice does not by itself authorise an absence. Requests are considered by the administration, and families are asked to avoid arranging holidays during term time wherever possible.



SECTION TEN

Behaviour & Discipline

Madani Institute promotes excellent conduct and a positive learning environment. Good behaviour is encouraged and recognised, while disruption is addressed through the stages set out below, applied in order.

Classroom stages

STAGE	WHAT HAPPENS
Stage 1	A verbal warning is given to the student causing the disruption, and the incident is logged.
Stage 2	A second warning is given.
Stage 3	The student is given a 30-minute detention. The behaviour is logged on the Madrasah system and parents are notified by SMS.
Stage 4	The student is removed from the class and placed in seclusion.

Formal escalation

STEP	WHAT HAPPENS
Level 1 report card	Two or more detentions in the same week place the student on an L1 report card for one week. The student must achieve at least 8/10 from every teacher in every lesson .
Suspension	Where the L1 standard is not met and behaviour does not improve, a suspension will follow.
Level 2 report card	Following a suspension, the student is placed on an L2 report card for two weeks and must achieve 10/10 from every teacher in every lesson , allowing for up to two lessons below target across the two weeks.
Expulsion	Where the L2 standard is not met, expulsion will follow. A meeting with management is required before any final decision is made.

SERIOUS MISCONDUCT

Serious incidents, including violence or bullying, may enter this process at any stage, up to and including immediate suspension, without prior warnings.



SECTION ELEVEN

Rewards & Recognition

Alongside its disciplinary framework, Madani Institute operates a rewards system to recognise excellent behaviour and steady progress.

Recognition may include

- Stickers and merits awarded in class.
- Student of the Month and Student of the Term awards.
- Small gifts or treats.
- Sports days and food days.
- Merit-based prizes.

Good behaviour is not viewed simply as a set of rules. It is part of the development of a student's character, manners and sense of responsibility.

MADANI INSTITUTE · OUR ISLAMIC ETHOS

WORKING ALONGSIDE FAMILIES

Where a student is recognised for excellent conduct or effort, families are encouraged to acknowledge this at home. Consistent encouragement from both the Madrasah and the household has the greatest effect on a child's character.

Quick reference: key thresholds

REQUIREMENT	STANDARD
Attendance	Aim for 97% or above each term. Below 90% triggers formal review.
Lateness	More than three late arrivals in a month may result in disciplinary action.
Planned absence	Requests normally submitted at least one week in advance.
Detention	30 minutes at Stage 3; must be attended.



SECTION TWELVE

Anti-Bullying

Islam teaches us to treat one another fairly and with dignity. Being unduly harsh towards others, or discriminating against them, are clear red lines in Islam.

“O People who Believe! Men must not ridicule other men for it could be that the ridiculed are better than the mockers, nor must the women ridicule other women for the ridiculed women may be better than the mockers; and do not insult one another, nor assign evil nicknames; how base it is to be called a sinner after being a Muslim! And whoever does not repent – then it is they who are unjust.”

SURAH AL-HUJURAT, 49:11

Madani Institute has a **zero-tolerance policy** towards bullying and discrimination. Every student has the right to be respected and treated fairly.

Bullying may include

- Taunting another person, or mocking them in any way.
- Swearing at them or towards them.
- Physically harming or intimidating them.
- Damaging their property.
- Making racial remarks.
- Inciting others to carry out harmful behaviour.
- Intentionally excluding them.
- Cyber-bullying.

Reporting and action

Reports made by a student, teacher or parent will be taken seriously and handled sensitively. The student affected, the alleged bully and any relevant witnesses may be spoken to as part of an investigation. Appropriate and proportionate action may include a verbal warning, a parent meeting, detention, suspension or exclusion.

OUR AIM IS REFORMATION

The aim is not merely to punish, but reformation (*islah*). Students may be guided to understand the harm caused, to make sincere *tawbah*, and to repair relationships where possible.



SECTION THIRTEEN

Parents & Guardians

Parents and guardians play an important role in supporting their child's education and development. Madani Institute policies set the following expectations for parents and guardians:

- ✓ Ensure students have good attendance and punctuality.
- ✓ Provide timely communication about absences and lateness.
- ✓ Ensure students maintain good behaviour.
- ✓ Work with the Madrasah in disciplinary matters.
- ✓ Attend meetings regarding attendance, behaviour or other concerns when requested.
- ✓ Support the Madrasah in helping students develop good manners and character.

Madani Institute aims to work constructively with parents to support students and to address any concerns at an early stage.

Parents, teachers and management must be in harmony when it comes to the children's education.

MADANI INSTITUTE

IF YOU HAVE A CONCERN

Please raise it with us early, through the Madrasah number set out in the Communication section. Concerns are far easier to resolve when they are shared at the point they arise.

SECTION FOURTEEN

E-Maktab & Records

E-Maktab is the digital platform we use to manage the Madrasah, from attendance and behaviour to exam results.

THE PARENT PORTAL

madani.e-maktab.co.ukSign in, or create your account, at https://madani.e-maktab.co.uk/users/sign_in

- 1 All parents are required to log in to the parent portal. If you have not yet signed up, please do so.
- 2 Please provide and maintain the most up-to-date information for your children, so that our records are accurate and we can reach you when needed.
- 3 Fee amounts for your children are shown on E-Maktab.
- 4 Individual policies may be issued through E-Maktab for acknowledgement, and you may receive emails from the platform.

Monitoring & records

Attendance and punctuality are logged and tracked through the E-Maktab system. Teachers record attendance and punctuality, while the administration may contact parents regarding absences and lateness.

Students whose attendance falls below the required threshold may be subject to review. Repeated concerns may result in interventions such as parent meetings or other appropriate measures.

Teachers are expected to monitor attendance and punctuality accurately, report concerns, and assist with cover work where required. The administration is responsible for maintaining accurate records, communicating policies, and enforcing them fairly and consistently.



SECTION FIFTEEN

Communication

So that nothing is missed, all contact between home and Madrasah goes through one number.

THE MADRASAH NUMBER

+44 7884 351566

This is the only number to use, and the only number the Madrasah will contact you from.

- 1 All communication to the Madrasah must go through the Madrasah number above.
- 2 Please do not contact members of staff directly or use any other number. Messages sent that way may be delayed or missed altogether.
- 3 All communication from the Madrasah will come from this number only.
- 4 Major announcements are shared in the class groups and in the community group.
- 5 We aim to respond to **urgent messages within 24 hours**, and to **general queries within 48 hours**.

Join the community group



Scan the code with your phone camera to join the Madani Institute community group on WhatsApp, where general announcements are shared.

<https://chat.whatsapp.com/DNzMACm40BNHNi3tj2UZ9d>

EMAILS

Please note that you may also receive emails from E-Maktab, and from **admin@madani-institute.org.uk**.



SECTION SIXTEEN

Working Together

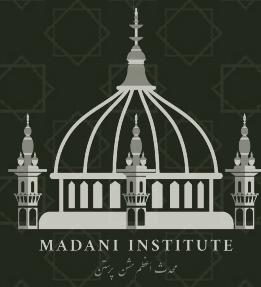
Madani Institute's policies are intended to support a safe, welcoming and disciplined learning environment. Students, parents, teachers and administration all have a part to play.

WHO	WHAT IS EXPECTED
Students	Demonstrate <i>adab</i> , attend regularly, arrive on time and behave responsibly.
Parents	Support these expectations at home and communicate with the Madrasah when issues arise.
Teachers	Record attendance and behaviour accurately, report concerns, and support students' progress.
Administration	Maintain accurate records, communicate policies, and apply them fairly and consistently.

Where behavioural or attendance concerns arise, the Madrasah will seek appropriate corrective measures. These may include communication with parents, meetings, detention or improvement plans, as appropriate to the circumstances.

A SHARED RESPONSIBILITY

The strongest outcomes are achieved when home and Madrasah reinforce the same expectations. Early, open communication allows small concerns to be resolved before they grow.



Madani Institute

PRESTON · FOUNDED 2010

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