

Al Huda Weekend Islamic School - Sundays



AWIS

School Guidelines

2026

Quran for All, In Every Hand, In Every Heart

Our Vision

To provide excellent education based on Islamic principles, in accordance with the Quran and Sunnah.

Our Aim

To provide our children with an Islamic education that develops God consciousness, which is the foundation for our beliefs, morals and values.

Our Values

We aim to provide an excellent Islamic education. We strive to impart authentic Islamic teachings in an enhanced, interactive and stimulating environment.

[To view the academic calendar click on the link below](#)

[Academic Calendar AWIS - Sundays 2026-2027](#)

Calendar is Subject to change

SYLLABUS

We provide education from ages 5 to 11 years, boys and girls.

CORE SUBJECTS:

Islamic Studies – Age appropriate units
Qur'an/Hifdh – Selected Surahs
Salah/Prayer – Theory and Practical demonstration
Du'a and Dhikr – Personalised Du'a list for each year group
Arabic Writing – Practise Arabic writing based on age
Qaidah and Quran – Reading Support

EXTRA CURRICULAR ACTIVITIES:

- Ramadan programmes,
- Educate on important Islamic months i.e. Ramadan, Dhul Hijjah
- Activities/Projects – Subject related projects and artwork
- Eid Parties and end of year celebrations

EXAMINATIONS:

- Children will be assessed on their progress via examinations.
- These will be both oral and written (level appropriate)

HOMEWORK:

- Children will be given regular homework to reinforce learning.
- Parent/carer participation is key in aiding children with homework and we advise a minimum of 15 mins revision per day.

ENTRY REQUIREMENT:

Your child will be briefly assessed on their first day of school. This is to assist in placing your child in the best suited level in their class.

KEY INFORMATION FOR PARENTS

Please Note – The following points are policies of the school - you will be agreeing with these if your child is attending AWIS.

ATTENDANCE POLICY:

Al Huda has a very strict policy regarding attendance and punctuality. This plays an important role in your child's learning. Good attendance and punctuality is recognised and rewarded.

School Timing:

Timings - 10:30am to 1.45pm

Children must be on time before class starts.

Uniform:

- Girls: Black abaya and white scarf
- Boys: White thobe

Course books & resources for each class will be available from the Al Huda bookshop.

Snacks: Please provide your child with a healthy snack and water bottle. Please ensure there are NO NUTS in anything you provide.

Homework Policy:

Homework is set by teachers on a weekly basis, and shared via Telegram. Parents are expected to ensure students complete homework in a timely manner. This is essential for the progression of your child's study, if homework is not completed regularly and on time then they will not be able to meet targets or progress in class.

Absences:

Please report your child's absence through the DreamClass Parent Portal by 10:00 am on the day of absence.

Go to Schedule, then select Report Absence.

Please include the reason for the absence when submitting the form.

Term time holidays are not permitted. In exceptional circumstances you must inform the school via email on, alhudauk.sunday@gmail.com.

Attendance is closely monitored and un-authorised absences can result in exclusion from the school.

Notice of permanent leaving: Parents are expected to inform the school if any child is leaving. We advise a minimum of one month's notice.

BEHAVIOUR POLICY:

We are an inclusive and caring school. We expect our children to behave in a respectful manner towards their peers and teachers. Any form of bullying or indiscriminate behaviour will not be tolerated from either parents or students.

Our teachers are trained, compassionate and polite. We take care of our values as our Deen requires this from us, and we expect this from our students and parents as well.

If we feel that either students or their guardians are behaving in an abusive or inappropriate manner, the student will be excluded from the school permanently without prior notice.

Students are strictly prohibited from using or displaying their, or other people's phones. If any student is caught with any phone it will be confiscated for 1 week and a parent/guardian will be asked to collect it. If a student is bringing a phone to the premises it must remain out of sight while they are on the premises. (Premises is inside the black gate)

يٰۤاَيُّهَا اٰدَمُ خُذُوْا زِيْنَتَكُمْ عِنْدَ كُلِّ مَسْجِدٍ ۚ وَكُلُوْا وَشَرُّوْا ۚ وَاسْلُوْا عَلٰى رُءُوسِكُمْ ۚ اٰلٰهٖمُ تَعٰلٰى عَنِ ذٰلِكَ الْفٰسِقِ ۙ ﴿٣١﴾

O Children of Adam! Dress properly whenever you are at a masjid...[7:31]

SAFETY MEASURES:

Alhuda Welfare Foundation UK takes the safety of all its attendees very seriously. We closely monitor the changing situation and take relevant precautions; considering guidelines from the government and local council.

In special circumstances we use an online platform to conduct classes. For younger children we expect parents to sit with their children and ensure they are participating in the classes. All rules and regulations apply whether classes are on-site or online.

CHILD PROTECTION POLICY:

Our teachers are qualified and well experienced. All teachers hold a valid DBS certificate.

Please note: Strictly NO parents are allowed inside the premises without explicit permission.

SAFETY POLICY:

In the event of an emergency or evacuation, please leave the building immediately from the nearest fire exit and assemble in the front of the building, outside the black gate. Staff will be on hand to direct children and adults.

PARKING:

Al Huda Chadwell Heath does not have a car park facility for parents. Kindly park responsibly when dropping and picking up your child. Please DO NOT block any driveways or park on any double yellow lines to drop children. You will be expected to strictly follow the instructions given by Al Huda car park attendants. Inappropriate behaviour towards Al Huda staff can result in the removal of your child from the school.

In dropping and picking children please accompany your children to the premises, to ensure their safety. Al Huda UK is not responsible for your child until they are INSIDE the building.

[Home time parents one way system](#)

As part of our commitment to safety and security we operate a one-way system for parents when dropping or collecting children. Parents/guardians are expected to follow any and all procedures or guidelines as instructed by staff and volunteers of Alhuda UK.

STUDENT COLLECTIONS:

To ensure the safety and welfare of all students parents MUST inform AWIS if there is any change to the regular collection of children. Teachers will allow students to go home with other relatives / friends only if parents inform the school in advance, with relevant details.

COMMUNICATION:

Our main method of communication with parents is via email and our

 Telegram Channel. Please ensure you provide a valid email address and an up to date mobile number.

Parents/ guardians must check both regularly to stay up to date with important information and announcements.

Regular messages are sent through the telegram groups. Please ensure the phone number you provide us can access the Telegram app.

It is the responsibility of parents/ guardians to update the school in case of ANY changes to personal details and to ensure they are in their child's class telegram group.

Please email alhudauk.sunday@gmail.com for any updates to personal information.

In the event we have to conduct lessons via Zoom, it is expected by parents to follow instructions the school provides as per Telegram messages.

FEE POLICY*:

Tuition Fee: Fees can be paid annually or termly (3 terms per academic year) via Dreamclass, Cheque or cash to the Finance Department.

The first payment made at the time of admissions must be paid via Dreamclass, to secure admission in your child's class.

Fee Guide 2026:

Fee Options:	Child 1	Siblings
You MUST pay the Registration fee AND, EITHER the termly or annual fee per child.		
Reg Fee* *Non Refundable admin fee	£30	+£30
Termly	£170	+£160
Yearly	£500	+£475

(Subject to change)

Liability of payment: Parents are liable to pay fees before the deadlines provided. **If fee payments do not reach us by the deadline students will not be allowed to attend class and will be excluded from the school.**

Fee in case of absence: Fee will be payable for the time a student is away on a leave for any number of days, during the academic year.

Notice of leaving & refund: Fees are non-refundable, unless extenuating circumstances apply. Any refunds are made at the discretion of the finance department.

We reserve the right to withdraw children from the school in case of any policy breaches and on the following basis:

- If the fee is not paid by the deadline, we assume the child is not continuing and replace them with a child from the waiting list.
- If we cannot contact the parent for any reason.
- If a child has unauthorised absences for at least 3 weeks in a row.
- In case of any behavioural concerns by parents or children.

*Full details of our fee policy will be given at the time of admission (attached to all admission forms) and parents are required to read and understand them prior to taking a commitment with the school.

Advance in Fee Payment from 2026

From 2026 AWIS will be changing the way we process fee payments. We will be taking fees well in advance to help support the school better, ensure we are well equipped before new terms begin, and are able to offer spaces as they become available.

Fee payments will be due as follows:

Term	Payment Covers:	Payment Dates: (approx. guide)
Term 1	1st installment	Paid in June/July before the academic year begins
Term 2	2nd installment	Paid in November
Term 3	3rd installment	Paid in March

Application to the school is an agreement to these policies

PLEASE NOTE: Al Huda Weekend Islamic School-Sundays reserves the right to dismiss any child from the school based on failure to adhere to the mentioned policies.

IMPORTANT CONTACTS

MAIN RECEPTION:

Email: alhudauk.info@gmail.com
Phone/ Message: **07913121096**
Landline: 02085995277
Facebook: **Alhuda.Welfare.Foundation.UK**
Alhuda Instagram: [alhuda_uk](https://www.instagram.com/alhuda_uk)
Web: www.alhudauk.com
FB: Al Huda Welfare Foundation UK

UK SALES TEAM:

Email: alhudaproducts.uk@gmail.com
Phone/ Message: **07902777725**
Facebook: [Alhuda.sales.uk](https://www.facebook.com/Alhuda.sales.uk)
A/C: Alhuda Sales UK LTD

AWIS:

Headteacher: Ustadha Anisa Riaz
Email: alhudauk.awis@gmail.com

AWIS-Sundays:

Headteacher: Ustadha Sarwat Humaira
Email: alhudauk.sunday@gmail.com

AMQ:

Headteacher: Ustadha Gulandam
Email: alhudauk.amq@gmail.com
Phone/ Message: **07482442502**

FINANCE DEPARTMENT:

Email: alhudauk.finance@gmail.com
Phone/ Message: **07311814793**



**NO BULLYING OR
HARASSMENT
ALLOWED**



Please report any concerns to alhudauk.hr@gmail.com or **0791 3121 096**

**AL HUDA WELFARE
FOUNDATION UK HAS A
ZERO TOLERANCE
POLICY FOR ANY
PHYSICAL OR VERBAL
ABUSE AGAINST ITS
STAFF OR VOLUNTEERS**

**AL HUDA STAFF & VOLUNTEERS SHOULD BE ABLE TO COME TO WORK
WITHOUT FEAR OF ABUSE OR HARASSMENT FROM ITS ATTENDEES & VISITORS**

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AWIS



The Prophet ﷺ said:

مَنْ يُرِدِ اللَّهُ بِهِ خَيْرًا يُفَقِّهْهُ فِي الدِّينِ

“When Allah wishes good for someone, He bestows upon him the understanding of Deen.” (Al-Bukhari:71 and Muslim:1037)

**VENUE: 14 WANGEY ROAD, CHADWELL
HEATH, ROMFORD, RM6 4AJ**

(ENTRANCE VIA CEDAR PARK GARDENS)



020 8599 5277



alhudauk.sunday@gmail.com



www.alhudauk.com



Alhuda.Welfare.Foundation.UK