

Al Huda Miftah Al Quran



AMQ

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

Al Huda Miftah al-Quran aims 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 AMQ 2026-2027](#)

Calendar is Subject to change

SYLLABUS

We provide education from ages 5 to 15 years, boys and girls.

CORE SUBJECTS:

Qaida & Qur'an -	Taught according to tajweed rules with correct pronunciation
Hifdh –	Juz Amma
Islamic Studies –	Safar Publication level 1-6
Salah/Prayer –	Theory and Practical demonstration
Du'a –	Morning & evening supplications

EXTRA CURRICULAR ACTIVITIES:

- Ramadan programmes,
- Education of pagan holidays
- Activities/Projects – Subject related projects and artwork
- Outdoor playtime within class time
- 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 AMQ.

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:

Session 1 - 4:30pm to 6.00pm

Session 2 – 6:10pm to 7:40pm

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. (Details on last page)

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 daily basis, and communicated on homework diaries. 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 message your teacher in the telegram group on the day, if your child will be absent from school. Please provide your child's full name.

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

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:

Al Huda is an inclusive and caring school. Students must show respect to teachers, classmates, and school property at all times.

- Bullying, abusive language, or disrespectful behaviour from students or parents will not be tolerated.
- Any abusive or inappropriate conduct from parents or students may result in immediate removal from the school.
- Physical aggression is strictly forbidden. A student who hits another student will receive one warning. A second incident will result in permanent exclusion.
- Students must not use or display phones on school premises. Phones will be confiscated for one week if seen. A parent or guardian must collect it. Phones must remain out of sight at all times inside the black gate.

We expect all students and parents to uphold Islamic manners and values within the school community.

يَبْنِيْ عَادَمَ خُذُوْا زِيْنَتَكُمْ عِنْدَ كُلِّ مَسْجِدٍ.. ۳۱ ﴿٧٣﴾

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 AMQ 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.amq@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 2025:

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	£75	+£50
Termly	£180	+£170
Yearly	£520	+£495

(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.

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 4 days 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 2025

From 2025 AMQ 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 September to 7th December	Paid in June/July before the academic year begins
Term 2	8th December to 29th March	Paid in November
Term 3	13th April to 19th July	Paid in March

Application to the school is an agreement to these policies

PLEASE NOTE: Alhuda Miftah Al Quran 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 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 A/C: Alhuda Sales UK LTD
AWIS: Headteacher: Ustadha Anisa Riaz Email: alhudauk.awis@gmail.com	AMQS: 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







Al Huda Miftah al Qur'an

AMQ



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 WANGHEY ROAD, CHADWELL
HEATH, ROMFORD, RM6 4AJ**

(ENTRANCE VIA CEDAR PARK GARDENS)



020 8599 5277



alhuda.uk.amq@gmail.com



www.alhuda.uk.com



Alhuda.Welfare.Foundation.UK