Islamic Education Parent Guide

Maktab Hifz and adult learning

Review draft prepared 29 October 2026. This guide explains our programmes, fees, teaching arrangements and how families can support learning. It is for parents, carers and adult learners and should be read alongside the relevant curriculum and parent policies.

WE DO NOT OFFER FREE TRIALS. All payments must be received before the booked lesson or monthly teaching period begins.

Programmes and fees

Programme	Teaching arrangement	Fee
Maktab group	Up to 6 students; 90 minutes daily; Monday to Friday	£120 per child per month
Maktab one to one	30 minutes daily; Monday to Friday	£175 per month
Hifz group	Up to 3 students per 90 minute group; 30 minutes of individual attention each; Monday to Friday	£175 per child per month
Hifz one to one	30 minutes daily; Monday to Friday	£200 per month
Adult one to one	Qur'an Islamic studies or both; frequency agreed individually	£20 per hour

Children's programme fees are per learner. Books are purchased separately. Any alternative lesson duration, schedule or resulting price must be discussed and agreed before booking.

Lesson times and payments

Normal teaching hours

Lessons normally take place Monday to Friday between 4.00 pm and 7.00 pm UK time. Alternative times may be arranged by agreement, subject to tutor availability. The allocated programme, days and times are confirmed before enrolment. Adult lesson frequency is agreed individually.

Assessment before enrolment

The initial Islamic education assessment lasts approximately 30 minutes and costs £10, paid in advance. It helps identify reading, Tajweed, memorisation and Islamic knowledge relevant to the programme. It is a paid assessment, not a free trial.

If the learner enrols, the £10 is deducted from the first month's tuition fee. For adults paying hourly, it is credited against their first tuition payment. If they do not enrol, the assessment remains a separately paid service.

Advance payments and part months

Children's monthly fees must be paid before the first lesson of each monthly payment period. Adult tuition is paid before the booked lesson. Contact management before a lesson if a payment needs checking.

A learner joining partway through a month pays a proportionately reduced first fee. The amount and covered period are confirmed before teaching begins.

School holidays Ramadan and Eid

Children's programmes follow the agreed Lancashire school holiday calendar, with teaching and closure dates shared in advance. The normal monthly fee remains the same during ordinary school holiday and Eid closures, subject to the Ramadan and summer exceptions below.

- Ramadan: standard children's programmes close and there is no tuition charge for the Ramadan closure. Where Ramadan overlaps two months, both fees are reduced proportionately. The adjusted amounts are confirmed in advance.
- Summer: parents may choose whether to continue, subject to tutor availability. Payments pause where the learner does not continue. For those continuing, dates and fees are agreed beforehand.
- Adults: lessons may continue or pause during school holidays and Ramadan according to the adult learner's and tutor's availability. Dates are agreed in advance; payment covers booked lessons.

Ending a regular arrangement

Parents and adult learners must give two weeks' written notice to end regular tuition. Agreed lessons continue during the notice period, with the normal fees payable, subject to the agreed closures. The final fee is calculated proportionately up to the agreed leaving date, rather than automatically charging a whole further month. Management confirms the final balance and reconciles any payment already made.

Teaching learning and progress

A flexible curriculum

The six year Maktab framework sets indicative learning goals and approximate age ranges. These describe the progress we aim to support; they are not fixed deadlines, entry barriers or guaranteed outcomes. Placement, pace and targets reflect each learner's starting point, understanding, practice and support needs. Accuracy and understanding take priority over rushing to complete material.

Separate Year 1 to Year 6 curriculum documents explain the learning focus for each stage. Learners may revisit earlier content or progress further when ready. Hifz and adult learning have their own programme guides.

Hifz learning

Hifz balances new memorisation, revision of recent learning and revision of older portions. Tutors check accuracy and Tajweed and set manageable individual targets. A group has up to three students within a 90 minute session, with 30 minutes of individual tutor attention each. Assigned preparation and revision support learning between turns. Completion within a particular period is not guaranteed.

Adult learning

Adults can choose Qur'an only, Islamic studies only or both. The tutor agrees a suitable learning plan based on the learner's goals and starting point. Adults do not need to follow children's year groups.

Resources and books

We use Ahsan al Qaida and Safar Islamic Studies as core resources where appropriate. Selected material from Child's Gift, Gift for Muslims, Simplified Tajweed and Taleemul Haq may support relevant topics and stages. An Nasihah may be introduced later. The tutor confirms the exact title, level and edition before a family purchases anything; every learner is not expected to buy every listed book.

Books are separate from tuition fees. We will provide links to the appropriate external bookseller pages. Families order and pay the bookseller directly and arrange delivery with that seller. Hikmah does not take book payments or handle fulfilment. Carefully selected videos, quizzes and activities may support teaching; children are not expected to browse video platforms independently.

Reports and feedback

Children receive an end of year progress report. Termly reports are available if parents request them. Reports may cover reading, Tajweed, memorisation, revision, duas, Names of Allah, Islamic studies, engagement, home practice and next targets as relevant. Adult reports are optional and provided on request. Concerns are discussed promptly rather than being held until a scheduled report.

Family support and learner welfare

A shared responsibility

Tutors provide teaching, correction and guidance. Students are expected to attend, participate and attempt the preparation or revision set. Parents should help children establish a manageable practice routine and arrive ready for lessons. This applies to group and one to one tuition. If the child cannot complete the work or does not understand it, tell the tutor so the task and support can be reviewed.

Learning support and SEND

Record relevant learning needs and helpful strategies through the approved registration process. Tutors may adapt explanations, pace, resources, thinking time, practice and breaks to support learning.

Tutors do not diagnose. They may raise observations and suggest that a learner needs further support. Where appropriate, a SEND co lead may review educational support needs and recommend adjustments or an external qualified assessment. This educational support review is not a medical diagnosis. Relevant existing reports can help plan support; concerns should be shared privately with management.

Sensitive topics and professional boundaries

Puberty, taharah and related topics are taught at an appropriate level and through the relevant parental consent process. Tutors maintain professional boundaries, use respectful language and follow safeguarding procedures. Students should be able to ask questions without ridicule or humiliation.

Attendance and communication

Join punctually with the required books, a suitable device and reliable audio and internet for online lessons. Keep joining links private. Report absences, technical problems and other concerns promptly. Attendance, cancellation and other service issues are handled under the relevant parent policies supplied before enrolment. Do not record or share lessons without the required permission and consent.

Questions complaints and safeguarding

Contact Asad Patel or Aman Javed for programme queries, payment checks, complaints or concerns. Report urgent safeguarding concerns promptly; do not wait for an educational progress report. If someone is in immediate danger, call 999.

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Before enrolment, review the Parent Policies and complete the Policy Acknowledgement Form together with the relevant registration and consent forms. Ask management for copies or clarification where needed.