

24<sup>th</sup> April 2016

Dear Parents,

Salaam Alaykum

As we approach the half way mark into the 2016 academic year, the students have been progressing well and have now completed their Mid-Year Assessments. Our dedicated teachers have been reviewing the assessments, and are in the process of compiling targets for each of their students in order for them to maximise their potential for the remainder of the year. An opportunity to receive your child's Mid-Year Report and discuss any pressing issues will be made available on this year's Mid-Year Parents Morning.

This Mid-Year Parents Morning will primarily allow your teacher to let you know how your child performed in the assessment and what the target areas are for the remainder of this year. Alhumdulillah, we have over 300 students and so the Parents Morning will be divided across 3 days, please read the information below to find out when and what time you will need to attend Madrasah for Parents Morning.

**Upper Primary Sunday 15<sup>th</sup> May 2016 – 10am to 1pm**

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| <b>P4S Qur'an</b><br><b>P4Z Qur'an</b><br><b>P4 As-Salaam</b><br><b>P4 Al-Aziz</b> | Session 1 | 10am - 1130am |
| <b>P6S Qur'an</b><br><b>P6Z Qur'an</b><br><b>P6 Al-Adl</b><br><b>P6 Ar-Rahman</b>  | Session 1 | 10am – 1130am |
| <b>P5S Qur'an</b><br><b>P5Z Qur'an</b><br><b>P5 Al-Latyf</b><br><b>P5 Al-Muizz</b> | Session 2 | 1130am – 1pm  |
| <b>P7S Qur'an</b><br><b>P7Z Qur'an</b><br><b>P7 As-Samee'</b>                      | Session 2 | 1130am – 1pm  |

PARENTS ARE REQUESTED TO PARK IN THE CAVE CARPARK OPPOSITE THE COMPOUND. THERE WILL BE NO MADRASAH FOR P4-P7 STUDENTS, ALL OTHER CLASSES REMAIN OPEN AS USUAL.

Have we got your details correct? If not, please email us corrections at muhammadimadrasah@ksmnet.org

The Muhammadi Madrasah is a sub-committee of the Khoja Shia Ithna-Asheri Muslim Community of Birmingham, 17 Clifton Road, Birmingham, B12 8SX; which is a charity registered in the UK number 510406.

## Parents Morning Guidelines

Allowing for a smooth and efficient Parents Morning takes a capable team of individuals who work *for many weeks ahead* of Parents Morning to ensure they are prepared for the volumes of students and parents. We anticipate that waiting times will be within session times, but this can only work if parents are *supportive and respective* of the system in place.

**Parents are kindly reminded of the following:**



**Please only arrive at the time allocated to your session.** Arrivals outside of these sessions will not be registered until their session time opens. This also includes late arrivals, if you arrive late for your session you will join at the end of the current session and will be seen once all on time appointments are completed.



There will be two appointments per student for Primary, this is per subject. Once you have met with your first subject teacher, please return to the waiting area, do not go to the next subject teacher out of turn. **Parents will not be seen by teachers without a Subject Ticket.**



**Appointments have been allocated a time limit**, if there is a need to prolong your appointment you will be requested to arrange another private meeting with your teacher to continue the meeting on another day.

Amongst the parent-focussed objectives that Madrasah works towards each year, the need for another Parents Morning during the academic year has been one that in 2015 we reviewed and implemented into the 2016 Year Planner. Previously Muhammadi Madrasah parents and teachers only met officially mid-year to discuss progress and targets but a follow-up was lacking and so for 2016 we have introduced an End of Year Parents Morning to ensure that sufficient conclusive feedback can take place to prepare the children for their next step.

We look forward to seeing you all on Sunday, Insha'All-h.

With Du'aas

Muhammadi Madrasah Management Team