



**HARAKATU FALAHIL ISLAM  
TARBIYYA GROUP OF SCHOOLS**



**PROSPECTUS**



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## 1.0 Introduction

Harakatu Falahil Islam and Tarbiyya Group of Schools are delighted by the confidence and trust you have reposed in them, hence chosen to enroll your child with the school. The school prospectus is designed to acquaint parents/guardians and learners as well as the community with better information about the organization.

Over the years, the organization has established reputation in *propagation of Islam, teaching and learning; community development*. The schools are renowned in dependable results and famous in both co-curricular and extra-curricular activities. The school curriculum aims at mainly training children spiritually, morally, physically and academically.

The organization is managed by reputable professionals, individuals and community leaders who volunteer to serve the ummah. The organizational structure is made up of: -

**1.1 Board of Trustees (BOT):** It has the legal responsibility for achieving the overall purpose and direction, effectiveness, supervision and accountability of the organization. The Board is chaired by Alh. Salmanu Abdullahi, Dan Ruwatan Zazzau.

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**1.2 Central Executive Committee (CEC):** The Executive Committee has the legal responsibility for managing the day-to-day activities of running the mosque and school, for stewardship of 4 years tenure, on behalf of the Board of Trustees.

**1.3 Sub-Committees:** For efficacy of stewardship, the sub-committees are saddled with the responsibility of aiding the two mentioned main bodies towards achieving the cumulative goal of success, thus: -

- Works Sub-Committee
- School Sub-Committee
- Mosque Sub-Committee
- Shabab (Youth Wing) Sub-Committee
- Finance and General Purpose Sub-Committee

## **2.0 Brief History**

Harakatu Falahil Islam (HFI) is a muslim community faith based organization, registered as a corporate body at the Corporate Affairs Commission (CAC) Abuja to look after Friday Mosque and schools.

Tarbiyya Group of Schools as an enclosure of Harakatu Falahil Islam is a community school that offers both conventional and Islamic education. It was established on the 27<sup>th</sup> January, 1978 in line with the provisions of the laws of Kaduna State.

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In September 1987, the Certificate of Consent approving Tarbiyya Nursery and Primary Schools was issued by Kaduna State Ministry of Education. Similarly, JSCE and JISCE centres were approved for the institution by Educational Resource Centre (ERC) Kaduna in 2007 and 2008 respectively. With the establishment of Kaduna State Private Schools Board (KDSPSB), Tarbiyya Group of Schools was duly revalidated.

Under the effective coordination of the management, Tarbiyya Group of Schools was offered full recognition by National Board for Arabic and Islamic Studies (NBAIS) in 2008, at the Institute of Education Ahmadu Bello University Zaria, while in 2013 and 2014 the Senior Secondary Certificate Examination centre was approved for the school by West African Examination Council (WAEC) and National Examination Council (NECO) respectively.

### **3.0 Philosophy, Vision, Mission and Objective of the Organization**

**3.1 *Philosophy:*** - To provide affordable and qualitative services that are accessible to all without barriers, for development of humanity.

**3.2 *Vision:-*** To be a famous centre for worship, teaching and learning in both Islamic and conventional knowledge in Nigeria.

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**3.3 Mission:-** To educate the community and inculcate mutual love and peaceful co-existence.

**3.4 Objective:** The objective of the organization which is accessibility of quality Islamic and conventional education and the implementation of both, by Islamic communities is designed to be achieved through the following targets:

- To identify and fully realize the development of individual talents and skills for optimum utilization of his/her potential.
- To inculcate culture of discipline, tolerance, hard work and academic excellence to enable national socio-economic, scientific and technological growth amongst learners that will allow for healthy competitions in Nigeria and the outside world.
- To inculcate the spirit of inquiry and patriotism through the exploration of nature and vocational training and expose the learners to the world of science and technology.
- To achieve the inculcation of high standard education for further academic pursuits in institutions of higher learning within and outside Nigeria.

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- To inculcate good moral behaviour amongst learners.

#### **4.0 Units of the Organization**

The organization has three major interdependent units. These are: -

- Mosque (Harakatu Masjid)
- Islamiyya Schools
- Conventional Schools

#### **4.1 Harakatu Falahil Islam Masjid**

Harakatu Masjid (mosque) is the foundation of the organization and the community focal point for religious worship and development. The mosque is being utilized fully as educational, spiritual, social and political centre for both male and female of all ages.

The current capacity of the mosque is 2,000 praying hall and 3,000 veranda capacity plus Eid praying ground of 7,000 capacity with adequate parking space and security. In addition to the regular research and learning, some of the frequent activities include: Friday, daily, Eid and *Tahajjud* prayers, *Ta'alimat*, *Muhadarat*, *Musabaqat*, *Qur'anic Halaqat*, *Walimat*, *I'itikaf*, public lectures, workshops, seminars, trainings and different activities of First Aid Groups.

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## A. Social Services of the Mosque

- Ambulance Services: It is a specialized community service offered in the mosque for a token. It is fashioned for the dual function of health emergencies and conveyance of corpses to the cemetery. This certainly eases off the burden of the high cost of transportation on the community.
- The Ambulance is dedicated to serving the community (*Ummah*).
- A token is charged on scheduled bookings to distant places.
- Ghusl (Corpse Washing): The mosque offers services of “*kafan*”, experts at corpse washing and preparation for Janaza.
- Public preaching, regular teaching between Maghrib and Isha'i (Ta'limat, Muhadarat, Musabaqat, Halaqat).
- Annual Ramadan Tafsir and lectures (different sessions for both males and females).
- Serving as a centre for spiritual and temporal unity for Islamic propagation.
- I'tikaf: This is a special spiritual meditation conducted during the last 10 days of Ramadan.
- Orphans Social Welfare Programme: This is a special programme that is done to support orphans and less privileged within the community.

- Marriage conducted in the mosque based on the state regulations are been certified.
- Reverttees' (Converts) Services: Support services are offered to stabilize reverttees (converts) to Islam.
- Conducting five daily prayers including Jumu'at prayers on Fridays, Tahajjud and Taraweeh prayers during Ramadan as well as Eid prayers.
- Offering Fatawah services.
- Periodic Seminars, Workshops, Trainings, Meetings e.t.c

## B. Mosque Daily Ta'alim Programme Between Maghrib and Isha'i

<i>Days</i>	<i>Subjects</i>
Monday	Hadith
Tuesday	Tawhid
Wednesday	Tahdhid
Thursday	Fiqh
Friday	Qur'anic Halaqah
Saturday	Tarikh
Sunday	Tafsir

### 4.2 Islamic Education

The Islamiyya section of Harakatu Falahil Islam offers various programmes at various schools. The programmes are duly registered, recognized and approved by the relevant authorities. The courses are accredited and run in accordance with the best educational practices. The organization has the following schools under Islamic education: -



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**A. Pre - Basic School (Raudhatul Atfal):** - It is nursery school for Arabic and Islamic education. The school offers a 3-year programme.

**B. Qur'anic Memorization School (Tahfeez):** - It is special school for recitation and memorization of the Qur'an. The school offers the following programmes: -

- Memorization at learners' pace programme.
- 9-year Memorization programme.
- Special Tahfeez extension programme.
- Tahfeez online programme.

**C. Basic Arabic and Islamic School (Ibtida'iyya/ I'idadiyya):** - It is a formal (Madrasah) Islamiyya school for basic Islamic and Arabic education. The school offers the following programmes: -

- 6-year programme for primary Arabic and Islamic education (Ibtida'iyya)
- 3-year programme for basic Arabic and Islamic education (I'idadiyya or Mutawassit).

**D. Post Basic Arabic and Islamic School (Thanawiyya):** - It is Senior Secondary School for advance Islamic and Arabic education. The school offers the following programme:

- 3-year programme for Senior Arabic and Islamic education (Thanawiyya).

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**E. Special Weekend Adult Programmes:** - It is an intensive weekend classes for male and female adults for the study of Arabic and Islamic education. This segment offers the following programmes: -

- Pre - Basic Arabic and Islamic Education Course for 1-year programme.
- Basic Arabic and Islamic Education Course for 2-year programme
- Intermediate Arabic and Islamic Education Course for 2- year programme.
- Advance Arabic and Islamic Education Course for 2- year programme.

### **4.3 Western/Conventional Education**

The conventional section of Harakatu Falahil Islam offers various programmes at various schools. The programmes are duly registered, recognized and approved by the relevant authorities. The courses are accredited and run in accordance with the best educational practices. The organization has the following under the conventional schools: -

**A. Pre - Basic School:** - It is an early child care education programme. The school offers the following programmes: -

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- Crèche: It is child care facility for working nursing mothers.
  - Nursery School: It is 3-year programme.

**B. *Basic School (Lower, Middle and Upper Basic Education):***- It is a 9-year basic education programme (Primary and Junior Secondary Schools).

**C. *Post Basic School (Senior Secondary School):*** - The school offers a 3-years programme.

## **5.0 Affiliation, Recognition and Registration**

- Corporate Affairs Commission (CAC), Abuja
- Jama'atu Nasrul Islam (JNI)
- Kaduna State Bureau for Interfaith (Islamic Matters)
- Ministry of Education, Science and Technology, Kaduna
- Kaduna State Private Schools Board (KDSPSB)
- Educational Resource Centre (ERC), Kaduna
- West African Examination Council (WAEC)
- National Examination Council (NECO)
- National Board for Arabic and Islamic Studies (NBAIS)
- International Open University (IOU)

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## 6.0 Staffing/Capacity Building

The school recruits competent and experience teachers and organized workshops and seminars in order to keep them abreast with new development in educational dynamics and policies.

## 7.0 Open-Day

For parents and teachers to jointly and closely monitor the progress of learners, the school organizes open-day at the middle of each term. Parents and teachers discuss the identified areas of strengths and weaknesses of each child with a view to improving his/her performance.

## 8.0 Parents Teachers Association (PTA)

The general PTA meeting is held at the end of every term to review the general progress of the school, while the executives meet from time to time as the need arises.

## 9.0 Clubs/Societies

Every student must belong to at least one but not more than three clubs/societies. The recognized clubs/societies in the school are:

- Muslim Students' Society of Nigeria (MSSN)
- Junior Engineers, Technicians & Scientists (JETS)
- First Aid & HIV / AIDS Awareness Club
- Literacy and Debating Society
- Drama and Press Club
- Peace and Interfaith Club

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## Rules and Regulations for Learners

### 1.0 Preamble

These rules and regulations are made towards enhancing the smooth running of the school. All learners and parents of the school are to be guided by the rules and regulations hereunder:

### 1.1 *Academic Rules*

- I. Learners shall be punctual to school and classes.
- ii. Learners shall not be excused from classes to get any material.
- iii. Learners shall have all the required school materials.
- iv. Parents/guardians are to supervise the academic activities of their wards at home.
- v. Learners shall remain quiet and attentive whenever they are in the class.
- vi. Learner shall do his/her class work, assignment, memorization, project, note etc.
- vii. Only relevant materials shall be used during a particular lesson.
- viii. All forms of examination malpractice are prohibited.
- ix. Attendance at school assembly and roll-call is compulsory.
- x. Loitering during classes/lessons is prohibited.
- xi. The school approved language of instruction is Arabic and English.

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- xii. Learners shall earn 75% attendance to qualify for promotion.
  - xiii. Eating and drinking in the class are prohibited.
  - xiv. Hawking in the school is prohibited.
  - xv. Learners shall not bring handset, games, toys etc: or any other gadget to school.

## **2.0 Payment of School Fees**

- I. School fees shall be paid during vacation before resumption.
- II. All fees payable to the school MUST be paid to the approved bank account.
- III. All tellers/evidence of payment MUST be brought to school and be receipted immediately.
- IV. Learners are not allowed to go to the class with school fees.
- V. Payment of school fees shall not exceed two installments.
- VI. Learners who do not pay their school fees would not be allowed into the school.

## **3.0 Dress Code**

- i. Learners shall be in the right and complete uniforms at all times. Obtain details of the uniforms from the school please.
- ii. Learners shall keep their uniform clean and in good condition at all times.
- iii. Lipstick, nail polish or fixing, body design or

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dyes, or any form of make-up and wearing rings, necklace goggles or any non-medically prescribed spectacles as well as jewelry are not allowed in the school.

- iv. Keeping bushy hair or any form of hair cut other than low or skin cut as well as perming or attachment are prohibited.

#### **4.0 Health and Environmental Sanitation**

- i. All ill-health must be reported to the school Head, Health Prefect or Master on duty.
- ii. Learners who bring drugs to school shall submit the drugs and the prescription to the Head of the school.
- iii. Learners shall make proper use of the toilets.
- iv. The classes and the entire school environment must be kept clean at all times through proper use of dustbins.
- v. Learners shall participate in the general cleaning of the school.
- vi. Learners shall obey the class duty roster.
- vii. Class teachers shall be responsible for class rosters.

#### **5.0 General Rules**

- i. No Learner should host a visitor in the school except with permission through *cogent reason*.
- ii. No Learner should leave his/her class or the

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- school premises without express permission.
- iii. No Learner should pass through or climb over the window or the school fence.
  - iv. No Learner should damage, waste, take or remove any school property.
  - v. No Learner should litter the school environment or write on the chalk board, notice board or on the school walls.
  - vi. Any act of truancy and dishonesty are strictly prohibited.
  - vii. Late coming is NOT condoned at all.
  - viii. All complaints or enquiries should be directed to the school Head.
  - ix. Parents/guardians should be in the school 10 minutes before the official closing hour for picking up the children.
  - x. Any act of immorality and indecent conversation; spoken or written are prohibited.
  - xi. Fighting, quarreling or insults/abusive words and any form of violence, incitement and ganging are prohibited.
  - xii. Learners shall not take laws into their hands. All grievances must be reported to the class teachers, Master on duty or the school Head.
  - xiii. Learners shall report any act of indiscipline to the school authority.
  - xiv. No Learner should smear others or call them by nicknames.



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- xv. No Learner should bring money to school other than that of his/her break money.
  - xvi. No Learner should bring a gift to a teacher without the knowledge of the school Head.
  - xvii. In addition to the above, any action or inaction in the school violating the Islamic values, principles and teachings is a punishable offence.

## 6.0 Disciplinary Action

Disciplinary action may be taken against any learner or even his parents for violation of any rule of the school. The following disciplinary actions among others that may be deemed suitable for deterrence and reformation may be imposed:

- i. Warning, withdrawal of admission, suspension, dismissal, denial of promotion, denial of break.
- ii. Seizure or forfeiture of seized item.
- iii. Writing undertaking or apology.
- iv. A fine of N500 is attracted for late picking up of children.
- v. Flogging, kneeling down, washing toilet, sweeping, writing passages, etc.
- vi. Replacing, buying and paying for a damaged item.
- vii. Providing some items like chalk, broom, marker, kettle, dustbin etc.
- viii. And or any disciplinary action that is prescribed by the school disciplinary committee.

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## 7.0 Exercising Disciplinary Action

The power to exercise disciplinary control over a learner(s) is vested on the teachers by school Head. However, serious cases MUST be referred to the school Head or disciplinary committee and school management.

## 8.0 Conclusion

In conclusion, Harakatu Falahil Islam is committed to providing conventional/western and Islamic education for the community by providing an innovative learning environment that empowers learners to excel academically, develop critical thinking skills and cultivate their unique talents.

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