



Habibia Soofie Madressa:
Markaz Tahfeedh al-Qur'an al-Kareem

A Spiritual Legacy of
Community Empowerment!

Student Handbook

In the Name of Allāh, Most Gracious, Most Merciful

Our Vision

To build the Habibia Soofie Madressa as an exemplary centre of Islamic Education.

Mission

- To entrench a strong Islamic identity in an increasingly secular lifestyle.
- To revitalise and synthesise the acquisition of Islamic knowledge in the forefront of the Muslim mind.
- To nurture an environment that fosters traditional empathy, religious diversity, and spiritual discourse.
- To prepare students and individuals, who exhibit outstanding moral fibre, and who will be able to impart these values to others.

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1. Introduction

One of the core principles of the Habibia Soofie Masjid as an institution, since its inception, has been the acquiring of beneficial knowledge. In the current era that we live in, both Islamic education and secular academia are important. A greater importance, unfortunately, is given to the latter, while we are in dire need of an Islamic education so that we can have a balanced approach to life.

The challenge, therefore, is to re-establish the acquiring of Islamic knowledge in the forefront of the young Muslim mind. In order to entrench a strong Islamic identity in an increasingly secular lifestyle, we envisage that students, who qualify at this *Madressa*, are well-balanced individuals with knowledge of both the *Dīn* and the *dunyā*. They will be pioneers of leadership and strong role models, who will exhibit outstanding moral fibre and impart these values to others.

2. Message from the Committee

All praise is due to Allāh, Lord of the worlds. Peace and salutations upon His Most Beloved Prophet, *Sayyidunā* Muḥammad ﷺ, and upon His righteous household and companions.

Allāh ﷻ informs us in the Holy *Qur'ān*, “Those who become the embodiments of benevolence and sacrifice shall indeed be successful.” (Q. 59: 9)

The pursuit of knowledge is encouraged by our Beloved Prophet ﷺ, as it serves to bring us closer to Almighty Allāh. Knowledge empowers us to continue fulfilling the mission of our Beloved Prophet ﷺ, by aligning our lifestyles to wholesome values and spreading the word of Islam through our action and words.

The community of the Western Cape was profoundly saddened by the demise of our esteemed Shaykh Mas'ood Ahmad Kagee in 2017. May the Almighty Allāh grant him a high abode in the *Jannah* and the reward of carrying the Holy *Qur'ān* in his heart, as well as the remuneration for imparting it to several students throughout the course of his life. Shaykh Mas'ood, as founding member of the *Madressa*, had taken the initiative to establish a centre of excellence in Islamic education. The legacy of love

and attachment for the Holy *Qur'ān* that he left behind will always form the ethos of the Habibia Soofie Madressa.

The staff members are motivated and tireless in their efforts to invigorate the study of the Holy *Qur'ān* and the Islamic legislation. The Habibia Soofie Management Committee fully support and endorse the drive and determination of the staff. The next step in educational establishment will further uplift this community.

The *Madressa* is in the very capable and qualified hands of Moulana Mohammed Luqmaan Kagee, who has been managing it for several years. The students are very dear to him. His key objectives are aligned to imparting a deep love for the Holy *Qur'ān* and enlightenment through a well-established Islamic curriculum.

We make *du'ā* for the success of similar schools and that you and the students will derive value and empowerment, *Inshā* Allah.

3. Our Heritage and Foundation

“Today, it is a jungle. Tomorrow, it will be a bustling city.”
Ḥaḍrat Soofie Saheb (RA)

The establishment of the Habibia Soofie Saheb Masjid in Cape Town took place in 1905, in an area that was desolate at the time. Since its very inception, Habibia has not merely been a place of worship, but also a religious complex actively devoted to the welfare of the community. This is because the lifestyles of the *Auliya* inspired the founding of Habibia – personalities who emphasised a profound impact of selfless service to humanity as an integral part of one's worship to Allāh.

Ḥaḍrat Moulana Abdul Latief Qadi (RA) made sure that the main priorities were maintained in the feeding of the poor and the housing of orphans, and that the *Masjid* became a place of solace and assistance for individuals of all backgrounds.

As the needs of the community developed, the founders recognised the importance of having a centre of learning that would incorporate Islamic spirituality, education and social upliftment. Thus, in the precincts of Habibia Soofie Saheb *Masjid* a centre of Islamic knowledge was established. Our predecessors illustrated education in the example that they set, as it was a key pillar of their teachings and is highlighted in their legacy.

The institution conducted Islamic classes for various categories of students, including advanced classes for Islamic educators

and for the training of Imams. As a result, the wider Muslim community recognised the institution in its earlier years for the quality of the Islamic education that was disseminated to them.

In 1992, Shaykh Mas'ood Ahmed Kagee (RA) formed a separate class and opened *Markaz Tahfeeth Al-Qur'an Al-Kareem* for studying and memorising the Holy *Qur'ān*.

Today, with the power and blessings of Allāh, Habibia Soofie Saheb Masjid houses a centre of learning that includes a *Madressa*, as well as a nursery school, while also being surrounded by the Habibia Primary School and the International Peace College of South Africa.

4. General Information

Address: Habibia Soofie Masjid

63 Flat Road, Rylands Estate, 7764

Phone: 021 638 6509 (Moulana Kutboodien Kagee)

079 097 8698 (Moulana Luqmaan Kagee)

021 638 6509 (Mu'allimah Naseema Kagee)

Fax: 021 633 2304

Email: hsm@habibia.org

Website: <https://www.habibia.org>

Staff: Moulana Mohammed Luqmaan Kagee

Mu'allimah Naseema Kagee

Hafiz Rameez Khan

Mu'allimah Ghumayrah Hendricks

Mu'allimah Raheemah Kajee

Hours: Mondays - Thursdays:

16.00-17.15 (Grades 1-2) & 16.30-18.00 (Grades 3 and above)

Part-time classes are available for adults as well. For more information, please enquire from the Madressa.

Registration & Fees Requirements

- Registration forms to be filled in;
- Financial Terms to be filled in and signed;
- A non-refundable annual registration fee; and
- A non-refundable fee for educational materials

Note: Lessons once a week have a separate fees structure and will be available on request. Parents/guardians who cannot afford the fees must write a letter to the Madressa committee.

5. Madressa Code of Conduct

The purpose of this code of conduct is to establish a disciplined and purposeful learning environment for both the student and the teacher. Listed below are rules and regulations for each student to abide by during his time at the Madressa. We have also included a summary of the syllabus for the full-time hours of the Madressa. We urge students and their parents/guardians to familiarise themselves with this code of conduct and these rules, so that the education of students at this Madressa would be both enjoyable and productive.

To maintain a disciplined and effective learning environment, students are expected to be mature and responsible, as lessons concerning their religion will be taught. Students should present a positive and dedicated contribution towards their studies. They should respect the teacher and each other always and observe the correct etiquette and conduct in the *Masjid*.

Attendance

Attendance is compulsory daily for all students. When a student has been absent, a note or a phone call from the parent/guardian is expected.

One of the major problems in every school is absenteeism. All students are expected to be at the Madressa for the full duration of the set hours. Students, who are unable to make it at a certain time, should notify the teacher, and have a written note from his/her parent/guardian.

In the case of absence, when the student returns to class he shall explain to the teacher and have a written note as well. Students should be in the class on time. Late coming will not be tolerated without a valid excuse. Those who do come late should have a written note signed by their parents. Students wishing to leave early should do the same.

Dismissal & Other

All students should be picked up on time, as Habibia Soofie Mosque and the Madressa cannot be held responsible for students after hours, unless by prior arrangement with a teacher.

Parents/guardians should inform the Madressa at least 30 minutes before dismissal if they cannot make it in time due to an emergency.

No student will be allowed to leave the Madressa during hours without permission from the teacher. No visitors may

communicate with, or address students or staff members without the teacher's permission.

Uniform

All students are required to wear the following clothing only:

- Boys: *Thaub/Kurta* and *Fez*
- Girls: *Thaub/Kaftan* and *Scarf/Burkah*

We appeal to parents/guardians to ensure that students are appropriately dressed for Madressa.

Textbooks & Educational Material

The Madressa will issue textbooks at the beginning of the year, which the students will use.

The Madressa will only issue the textbooks once the students have paid for them.

The Madressa will not accept returns or issue refunds on textbooks.

Syllabus

A separate syllabus covering the term's work will be provided in the textbooks.

The syllabus will include work that students will find suitable for their age, and that will benefit them every day.

Exams

The Madressa will conduct exams at the end of every term in order to monitor the progress of the student.

Students are requested to show a keen interest in their studies and to take the exams seriously.

Any student who is dishonest in an exam will forfeit all the marks for the exam paper in question. The same applies to a student who is absent for any exam without a valid excuse.

Cell Phones & Other Distractions

Whilst we understand that cell phones are a useful tool used for communication, we discourage students to bring them to classes. They are often a disruption, not only to the student but also to the entire class.

Those students, who need to bring them, must ensure that they are switched off during classes or on silent. Any student found playing with a cell phone or any object in question during classes will have the object confiscated for a minimum period of three (3) Madressa days.

Under no circumstances should parents contact students on their cell phones. In the case of an emergency, parents should contact the teacher, who will then convey the message to the student.

Meetings

Parent/Teacher meetings will be held every term and parents/guardians are requested to attend in the interest of the child.

Appointments must be made to discuss progress of the student.

A suitable time after hours may be arranged between teacher and parent.

Teachers do not have to commit to a meeting if no appointment was made by the parent/guardian.

Please refrain from having discussions with teachers during Madressa hours unless prior arrangement was made with the teacher.

Penalties

All punishment will be fair and reasonable. Penalties include verbal warning and possible expulsion.

Students will receive three verbal warnings from the principal, or a senior member of the staff representing the principal.

After verbal warnings have been issued to a student, the Madressa will contact his/her parents/guardians and request a meeting to discuss the student's behaviour.

If a student persists in his/her disruptive behaviour, the Madressa will contact the parents/guardian two more times to discuss the matter.

Thereafter, the issue will be raised to the Madressa committee, who will have the final say regarding the student's suspension, or possible expulsion.

6. Madressa Terms

Our Madressa terms coincide with the school terms in the Western Cape.

School closes for all religious programmes and public holidays, and parents/guardians will be notified in advance.

7. Madressa Fees

All fees must be paid in full. Furthermore, all fees must be paid in full as long as a student is registered at the Madressa.

The Madressa will not allow any concession on fees due to absenteeism, negligence or otherwise.

Madressa fees should be paid via EFT/bank deposit into the bank account or paid in cash to a teacher. In the case of an EFT/bank deposit, proof of payments should be sent to the Madressa, or via email to madressa@habibia.org.

Parents/guardians who wish to pay in cash are kindly requested to send a note with the fees, stating for what the fees are.

The Madressa has the right not to hand over textbooks and progress reports if the fees are not fully paid and up to date.

All fees must be paid before the end of October each year.

Fees are **non-refundable**, whether the student attends the Madressa or not.

Parents/guardians who cannot afford the fees must write a letter to the Madressa committee.

8. Banking Details

Account Name: Habibia Madrassa account

Branch: First National Bank, Mowbray

Branch Code: 200309

Account Number: 62457781790

Account Type: Cheque

