SANDTON
ISLAMIC ASSOCIATION

2027

Maktab Prospectus,

Code Of Conduct & Application Process



Application Process

The application process is to be completed for all learners and parents are kindly required to complete the forms using the electronic link below:

https://forms.gle/nf2Qr6B2wnZpx8tg7

A hard copy will be generated for the parent's signature

Electronic copies of these can be requested by email **principal@sia.org.za**

Scan for electronic form

Class Structure

At the SIA Maktab we offer the following grades:

- Tiny Tots (ages 3 - 5)
- Grade R – 7 (Ages 5 and up)
- High School Class from Grade 8 upwards
- Hifz Classes for Boys
- Tajweed classes managed through the hifz program between 5 - 6pm daily.

Fees

The fee structure for 2027 is detailed in the table below.

	Monthly Fee	Annual Fee 11 Months	Kitaab Fee	Fee + Kitaabs	Early Settlement (by 31/01/27)
1 Student	R950	R10,450	R250	R10,700	R9,951
2 Students	R1,850	R20,350	R500	R20,850	R19,391
3 Students	R2,500	R27,500	R750	R28,250	R26,273
4 Students	R3,150	R34,650	R1,000	R35,650	R33,155
Hifz	R900	R9,900	R0	R9,900	R9,207

All fees are payable over 11 months, from January – November, with an annual fee discount for payment in full by 31 January 2027. The early settlement amount is a 7% discount on the annual fee plus kitaabs.

Reports will not be issued to learners where fees are not fully paid.

Should any parent have difficulty in meeting the fee obligation, please contact the principal for payment terms.

Payment methods

Fees are due and payable monthly by the 7th day of each month, or annually in full by 31 January 2027 to qualify for the early settlement discount.

Fees can be paid by direct deposit, bank debit order or bank transfer. Please use your child's student number, full name and surname for reference purposes to ensure that we allocate the payment correctly.

Fees are payable as usual during school holidays and absences. There is a one-term notice period required for any student who wishes to leave the Maktab. Should the student leave the Maktab without the required notice period issued in writing to the principal, the parent / guardian will be obligated to pay the full term's fees.



Banking Details

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Bank: **Standard Bank**
Account Number: **021-532-214**
Branch: **Sandton City**
Branch Code: **018-105**
Reference: **(student number, child's full name and surname)**

Code Of Conduct

Every educational institution has a set of regulations that learners & educators need to abide by. The intention is to ensure that the institution provides learners and educators with the right to operate in a secure and orderly environment. It also provides parents with the right to expect that their beloved children will be educated in a purposeful environment in which the principles of care, respect and courtesy for the rights of the Institution and others is not violated.

As a result, the Maktab has a set of regulations that have been described below. The categorization and merit system is not meant to intimidate Learners and Parents. However, it is important that the Maktab has a system in place to govern its rules and regulations to ensure that the sanctity of the institution is always respected.

For this, we implore Learners & Parents to respect these and abide by them at all times.

Absence

Kindly send a WhatsApp message to the respective teacher before 15h00 if your child is unable to attend Maktab on a particular day due to illness. Also inform the teacher if your child has any health problems or allergies. If your child is on any medication that might have to be taken during Maktab hours or in an emergency, please hand this to the teacher yourself along with clear written instructions.

In case of an emergency, the child will be taken to the nearest medical facility. The account will be for the parent to settle. If the situation permits consultation with the parent around which medical route to take, then this will be adhered to provided the parent is contactable.

Parents are requested to notify the teacher for all absence from Maktab classes, so that both parents and the SIA always know where learners are.

Personal Property

Our appeal to parents is to avoid sending learners with the following to the institution

- Toys
- Personal items of sentimental and material value
- Mobile phones
- Electronic devices (such as ipads, laptops)

If there is a real requirement for your child to be in possession of a cell phone, then please discuss this with the Principal who will ultimately review and decide. Should the learner bring any of the items listed above, these will be confiscated and returned at the end of the term.

The SIA bears NO responsibility for the loss or damage to items listed above.

Maktab Hours

Parents are encouraged to ensure all learners adhere to Maktab hours and are punctual to avoid disruption to other learners in class.

- Start time 15h00 sharp
- Finishing time 17h00
- Any changes for seasonal and Ramadaan timings will be communicated

We appeal to parents to be respectful of the overall rules of the Maktab that include

- Drop off and pick up procedures
- Security protocols at the SIA premises
- Punctuality and attendance
- Adherence to the academic calendar for 2027
- Collection of learners without exception by no later than 17h10, alternatively making relevant arrangements if the parent is late

The SIA will NOT be responsible for learners after the 17h10 cut-off, unless proper arrangements have been made with the principal or class teacher

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2027 Academic Year Planner

The Maktab operates on a hybrid academic term, that accommodates both the three and four term school calendars. The full 2027 Maktab calendar is attached as Annexure A. Key dates are listed below.

11 – 12 January	**Teacher training**
13 January	**Maktab opens for 2027**
29 January	**Parents' Day**
10 – 11 March	**Eid ul-Fitr (tentative, subject to moon sighting);** **Friday 12 March holiday**
22 March – 5 April	**Term break (includes Human Rights Day and the Easter weekend).** **Classes resume Tuesday 6 April**
26 – 27 April	**Holiday and Freedom Day**
17 – 19 May	**Eid ul-Adha (tentative, subject to moon sighting)**
16 June	**Youth Day**
28 June – 9 July	**Mid-year break (8–9 July teacher training).** **Classes resume Monday 12 July**
30 July	**Parents' Day**
9 August	**Women's Day**
16 – 27 August	**Break (16–18 August teacher training).** **Classes resume Monday 30 August**
23 September – 4 October	**Break (includes Heritage Day).** **Classes resume Tuesday 5 October**
3 December	**Last day of Maktab for 2027**

Security

A security guard will be on duty at all times. Please do remind your kids to extend common courtesy greetings to the security guard on duty and respect the instructions of the security guard at all times.

General Behavior

The Maktab and all members of staff are here for the benefit of your child. Whilst we strive to create the appropriate environment, your support as a parent will be invaluable in setting and maintaining the standards which we aspire to achieve.

Maktab Database

It is imperative that we have accurate contact details for all parents and learners. Should your contact details change at any point during the year, please inform the relevant Educator via the normal communication channels and also send an email to **principal@sia.org.za** with the amended contact information

Principal Contact Details

Muallimah Nafeesa Varachia
Principal
082 900 3306
principal@sia.org.za
Whatsapp or Email to arrange consultation if required

Please refrain from placing calls to any member of the teaching fraternity during Maktab hours as it disrupts classroom learning. We request you arrange for an appointment slot a day in advance should there be a need to discuss your child's learning or progress with an Educator. All appointments will be outside of Maktab hours.

Constructive Comments and Suggestions Welcomed

Should you have any queries or complaints, please direct it in writing to the Principal (**principal@sia.org.za**). Considering that it takes a "whole village" to raise a child, we seek your indulgence to make us aware of your ideas, suggestions, valued comments and motivations to continuously improve and further the Maktab. (**info@sia.org.za**)

Merits and Disciplinary Procedure

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Merits System

There are two levels in this category based on the achievement. Points will be added accordingly.

Level One Merits

- Excellent work/homework
- Helpful in and out of class
- Neat work over a period
- Neat attire (according to the dressing code) over a period
- Assisting teachers with learners that require support
- Outstanding behavior, responsibility, helpfulness and good manners.
- Answering questions related to general knowledge.
- Active participation in class discussions
- Assisting teachers with class discipline (presence or absence of a teacher)
- Taking exceptional care of Maktab property and ensuring that the Maktab and class environment is always clean
- Reporting damages of Masjid or Maktab property

Level Two Merits

- Good behavior over a period
- 100% attendance for a month
- Significant improvement in behavior, attitude and work
- Achieving 80%+ in a class test or term aggregate
- Displaying honesty, obliging, sharing, caring and respect
- Excelling as far as the Ma'moolaat Sheet (Duaas, Salaahs, etc) is concerned

N.B. If any other merit is earned other than the above, the addition of points will occur at the discretion of the Teacher

Expected Conduct

Dress and grooming (Level 1 offence)

General appearance to be always neat, tidy and respectable

- **Boys:** Kurtas (Islamic attire) - Trousers, to be above their ankles and below knees at all times. Wear a topi at all times. (Topi style at the discretion of the teacher / principal)
- **Girls:** Black cloaks only and wear a black head-scarf/covering
  No nail polish, cosmetics or jewelry

Jewelry (Level 1 offence)

No rings, chains, earrings (boys) or any other forms of jewelry allowed. Only medic-alert bracelets or chains may be worn

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Hair (Level 1 offence)

- Boy's hair to be kept short and tidy. Must be even length.
- No steps, hair in the eyes, no gel, no dyeing of hair permitted.
- Maktab reserves the right to ask parents to take their son for a haircut.
- Two-day grace allowed for hair to be cut. **(Level 2 offence)**

General behavior (Level 1–4 offences)

- **Fighting:** no physical abuse or bullying of any kind **(Level 4 offence)**
- **Dishonesty:** is considered a serious offence **(Level 3 offence)**
- **Theft:** major offence **(Level 4 offence)**
- **Chewing gum:** prohibited at all times **(Level 1 offence)**
- **Cheating:** any form of cheating in tests or examinations is unacceptable and a learner will receive a "0" for the test/exam, as well as other disciplinary measures. **(Level 3 offence)**
- **Vandalism:** willful destruction of property or tampering with equipment will be viewed in a serious light. Graffiti is unacceptable. **(Level 3 offence)**
- **Environment:** encourage students to keep the environment clean. Littering not acceptable **(Level 1 offence)**
- **Offensive/Inappropriate material:** possession of any form of offensive or inappropriate material is unacceptable **(Level 4 offence)**
- **Cell phones/electronic equipment:** no cell phones, unless pre-authorized by the Principal / Teacher will be allowed. Any student found with a cell phone or found abusing it where permission to bring one along has been granted, will result in the phone being confiscated and returned at the end of the term. Repeated breaches of this rule will result in the cell phone being confiscated and returned at the end of the year only. **(Level 2 offence)**
- **Greeting:** learners are required to greet every adult and to display the appropriate Islamic behavior to all their teachers, elders and fellow learners.
- **Noise:** order and quiet are to prevail in all classrooms of the Maktab. No disrespectful or unseemly behavior will be tolerated. **(Level 2 offence)**
- **Respect:** disrespecting teachers will not be tolerated. **(Level 1–4 offence)**. No back-chatting or rude interruptions of any teachers will be tolerated.
- **Salaah:** all learners expected to perform Asr salaah as part of their Maktab time before dismissal. **(Level 1 offence)**
- **Smoking / Vaping / Substance Abuse:** this is a serious offence. **(Level 4 offence)**
- **Stationery:** Not to have the necessary stationery daily. **(Level 1 offence)**
- **Absenteeism (Level 1 offence)**: A letter from a parent will be required on the day of return. The validity of an excuse for absenteeism is at the discretion of the teacher or the principal.

Cycle tests and examinations:

- Termly internal assessments will be conducted by the Principal / Teacher
- 2 independent external examinations per year will be conducted. Formal reports will be produced for these and will determine the learner's progression path
- Examinations: attendance on examination days is compulsory. An exam may only be missed for a valid reason, such as illness or a death in the immediate family. Parents must notify the teacher or Principal before the start of the exam on the day. Where a learner is absent due to illness, a medical certificate from a doctor must be submitted to the Principal within 3 days of the learner's return. Family holidays and outings are not valid reasons. Where a valid reason and supporting documents are provided, a rewrite may be arranged at the Principal's discretion. Learners who miss an exam without a valid reason or without a medical certificate will receive a mark of zero.

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Offence And Related Demerit System

There are four levels in this list based on the seriousness of the offence and points will be deducted accordingly.

Level One Offences

- Late arrival without a valid excuse
- Homework incomplete/not done
- Consistently leaving Kitaabs at home
- Homework book/signing book at home
- Homework/letters to parents not signed
- Written tests not signed
- Eating/drinking in class
- Chewing gum in class
- Unnecessary talking in class and disruptive behaviour
- Absenteeism without a valid reason
- Leaving the classroom or walking around the class without permission.
- Bad manners and disrespectful behavior
- Refusing to listen to the class monitor.
- More than one instance of non-compliance to the Maktab uniform.
- Poor results and no commitment to improvements.

Level Two Offences

- Regular absence and punctuality issues
- Misbehavior and consistent disruptive behavior
- Truancy/bunking (1st time)
- Making derogatory remarks
- Insulting/teasing of fellow learners
- Bullying of younger learners
- Continual infringement of level 1 offences

Level Three Offences

- Swearing, Lying, Verbal Abuse
- Refusal to carry out any teachers' or principal's instructions
- Copying, cheating and forgery
- Threatening behavior towards others
- Vandalism of property
- Repeated infringement of level 2 offences.

Level Four Offences

- Possession of cigarettes / vapes / illegal substances
- Possession of offensive/inappropriate material or any weapon
- Disrespecting or abusing (verbal or physical) teachers
- Theft
- Fighting/physical harassment
- Repeated infringement of level 3 offences.

N.B. If any other offence is committed other than the above, the deduction of points will take place at the discretion of the Teacher.

Consequences

Each level of offence carries the following steps. Repeated offences move a learner to the next level.

- **Level One:** verbal warning from the teacher and a note in the homework/signing book.
- **Level Two:** written notice to parents, to be signed and returned.
- **Level Three:** meeting with the parents, teacher and Principal; a written warning is placed on the learner's file.
- **Level Four:** meeting with the Principal and parents. This may lead to suspension or, in serious or repeated cases, the learner being asked to leave the Maktab.

Consents and Child Safeguarding

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Child Safeguarding

The SIA is committed to the safety and wellbeing of every learner. Any concern about a child's safety, whether involving a learner, staff member or any other person, should be reported directly and in confidence to the Principal. All concerns will be taken seriously and handled with care and discretion.

Emergency Medical Treatment

By signing below, parents consent to the Maktab arranging emergency medical treatment for their child, as set out under "Absence" above, where the parent cannot be reached in time.

Photographs and Personal Information

The SIA collects and stores learner and parent information for administration and communication purposes only, in line with the Protection of Personal Information Act (POPIA). Photographs of learners may be taken during Maktab activities and events. These will only be used on SIA communication channels with the consent given below.

Parent Declaration

I, the undersigned parent / guardian, confirm that I have read and understood the SIA Maktab Prospectus, Code of Conduct and Application Process for 2027, and I agree to abide by its terms, including the fee obligations and notice period.

Learner name(s): _____

Parent / Guardian name: _____

I consent to photographs of my child being used on SIA channels: Yes | No

Signature: _____ **Date:** _____

Annexure A: 2027 Maktab Calendar

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JANUARY

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

FEBRUARY

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

MARCH

S	M	T	W	T	F	S
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

APRIL

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

MAY

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

JUNE

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

JULY

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

SEPTEMBER

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

OCTOBER

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

NOVEMBER

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

DECEMBER

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Maktab · Holiday · Public Holiday · Teacher Training · Parents Day · Eid dates are tentative