



Our building and offices are closed.

To contact us please email or call:

**07512 293 333**

**[baytun.noor@gmail.com](mailto:baytun.noor@gmail.com)**

## **THE LIGHTHOUSE ONLINE MADRASAH**

### **IMPORTANT GUIDELINES TO HELP PARENTS SET UP ONLINE LEARNING FROM HOME**

#### **HOW DO I SETUP?**

You will require a desktop computer, a laptop or tablet.

If you have more than one child in the same session, you will need a separate device for each child. If your children are in different sessions, they will be able to use the same device.

**Please ensure your device has camera/video and audio/microphone enabled so that just as your child will be able to see and hear his/her teacher teaching, the teacher will also need to see and hear your child.**

Firstly, download Zoom on all your devices your child/children will be using:

<https://zoom.us/support/download>

This is the programme we will be using to teach your child online daily in term time during temporary closure. You do not need to sign up or register for an account. (Please note there is no need to sign up for an account with Zoom)

#### **HOW WILL MY CHILD ACCESS THE CLASSES?**

- Open the Zoom application on your device.
- Click Join a meeting.
- Enter your teacher's Meeting ID (will be provided to you by email). Type the child's first and last name and click join.
- You have now entered the online classroom and are ready for the lesson. (Please note there is no need to sign up for an account with Zoom)
- We recommend your child uses earphones/headphones to achieve a better learning experience.

## WHAT TIME WILL THE ONLINE CLASSES TAKE PLACE?

- Online classes will take start from Monday 30<sup>th</sup> March 2020.
- Classes will take place daily, Monday to Thursday during Term time as per our academic year calendar 2019/2020.
- Islamic studies will continue to be taught on Monday. All students should be logged in ready for the lesson on time.

Session 1: 4.30pm - 6.00pm

Session 2: 6.15pm - 7.45pm

- Qaidah/Quran & Memorisation will be taught Tuesday, Wednesday and Thursday. **In order to make it easier for teachers and students, each class may be divided in to groups and be given time slots. Parents will be informed of each child's time slot via email. Students should be logged in ready on time.**
- All students are expected to attend punctually on a daily basis. Class attendance will be recorded daily.
- Please ensure your child has the correct books and is ready to join the online lesson on time. We request parents to make sure their child sits and revises their sabaq prior to class.

Please be aware that inevitably there will be some technical issues during the first week. Be patient whilst we try our best to resolve these initial teething issues. Contact the office using the above contact details. The new teaching method will take some time to getting use to for students and staff and we look forward to receiving your continued cooperation and feedback. Please remember that this is a temporary solution.

## **DOES MY CHILD NEED TO FOLLOW ANY RULES WHILST LEARNING ONLINE?**

The Sunnah method of teaching and learning is face to face. We are adopting the online method only as a temporary measure due to the circumstances we find ourselves in. InshaAllah as soon as the risk of coronavirus spreading is over, we will return to face to face teaching at The Lighthouse.

1. We expect all children to prepare themselves for online Madrasah just as they would when attending The Lighthouse by freeing themselves from using the toilet and performing Wudhu.
2. **All children must be dressed in Madrasah uniform whilst attending the online lessons.**
3. Whilst recommended for all students, it is necessary for students that are taught by a female teacher to use earphones/headphones and parents to ensure in order to respect the privacy of the Aapa, that no male members are present in the same area during the lessons as the class teacher will be on video and audio.
4. Strictly no part of the lesson can be recorded at anytime by a parent or child.
5. Whilst parents will need to assist younger children getting online, **under no circumstances are parents allowed to get involved with the lesson or to engage with the class teacher online. If you have any concerns, please contact our Admin between 4.30pm and 7.45pm on 07512 293 333 or via email to [baytun.noor@gmail.com](mailto:baytun.noor@gmail.com)**
6. **It is important that your child is seated in a room or area of the house where there is no disturbance.**

## **MADRASAH FEES**

Fees will remain the same and will be payable as per the normal instalments as we have made a commitment to our teachers and also invested a lot of time, effort and money in setting up this system.

Due to the temporary closure, term 1 fees and all other outstanding fees will need to be paid via bank transfer using online banking or standing order or dropped to the office in a sealed envelope with the child's full name and your immediate contact details.

The Lighthouse Madrasah account details are as follows:

**The Abrahamic Foundation, Sort code: 30-00-83 Acc no: 01220302**

Please write your child/ren's name in the reference when making a payment.

## **FREQUENTLY ASKED QUESTIONS**

**Besides the Madrasah books, will my child need anything else whilst learning online?**

Yes! Your child will need a pencil to mark the date and any mistakes or feedback during the lesson. Parents can help younger children with this.

**What if my child is unwell and cannot attend the online lesson?**

You will need to report the absence by text on 07512 293 333 at the start of the lesson. Parents should not contact the class teacher directly.

**Where can I find the meeting ID for my child to join the online lesson?**

You will receive an email with your child/ren's teacher's meeting ID and can be found on the Abrahamic Foundations website under the Lighthouse icon.

**I am experiencing difficulty with the online learning platform, is there any assistance available?**

We understand that technical difficulties can arise; therefore, our admin is available between 4.30pm till 7.45pm during term time to assist with any issues or answer any queries. Please contact our admin on 07512 293 333.

**Is it possible to access the online Madrasah using a smart phone?**

Whilst it is possible to download the Zoom App on your mobile device and access the online lessons, we strongly advise against it as it will be difficult to follow the lesson due to the small screen size and would also require the phone to be mounted to be facing the camera during the lesson