



**ILHAM**

ISLAMIC LEARNING HUB AND MANAGEMENT

**aLIVE**

**STUDENT  
HANDBOOK**

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# WELCOME MESSAGE BY THE MANAGEMENT

Assalamualaikum warahmatullah wabarakatuh.

Congratulations on your enrolment into the aLIVE programme.

We are honored that you have chosen to initiate your child's pursuit for Islamic Education with us. We aim to provide progressive and holistic Islamic education that will equip your child with the necessary Islamic values and knowledge for everyday life. It is our amanah to make learning Islam simple, interesting and impactful.

Your child will be taught by our faculty of qualified and experienced asatizahs who are recognized under the Asatizah Recognition Scheme (ARS), Quran Teachers Recognition Scheme (QTRS) and Certified aLIVE Teachers endorsed by Majlis Ugama Islam Singapura (MUIS). Our teachers are equipped with updated and current teaching methodologies and techniques that can be applied either Face-to-face or through Home-based Learning (HBL).

We strive to provide interactive and interesting content for your child to practice Islam as a way of life amid our modern secular society and challenges around the world.

We would like to thank you for entrusting your child with us. We look forward to your support in nurturing soleh and solehah children.

Wassalam,

***The Management of ILHAM***

# aLIVE PROGRAMME

## INTRODUCTION

The aLIVE programme was developed by the Islamic Religious Council of Singapore (MUIS), as part of its continuous improvement efforts towards excellence in part-time structured Islamic Education for the young.

It seeks to provide a national baseline Islamic Education curriculum for all young Muslims, age 5 to 20 years old to help them face life's difficult challenges and remain true to their Muslim identity in a multi religious, multi-ethnic society and globalised world.

## VISION

LEARNING ISLAMIC VALUES EVERYDAY

## MISSION

Aims to develop a soleh child who is nurtured with taqwa and good akhlaq, knowledgeable in Islam and practices what he learns. One who shows concern to others.

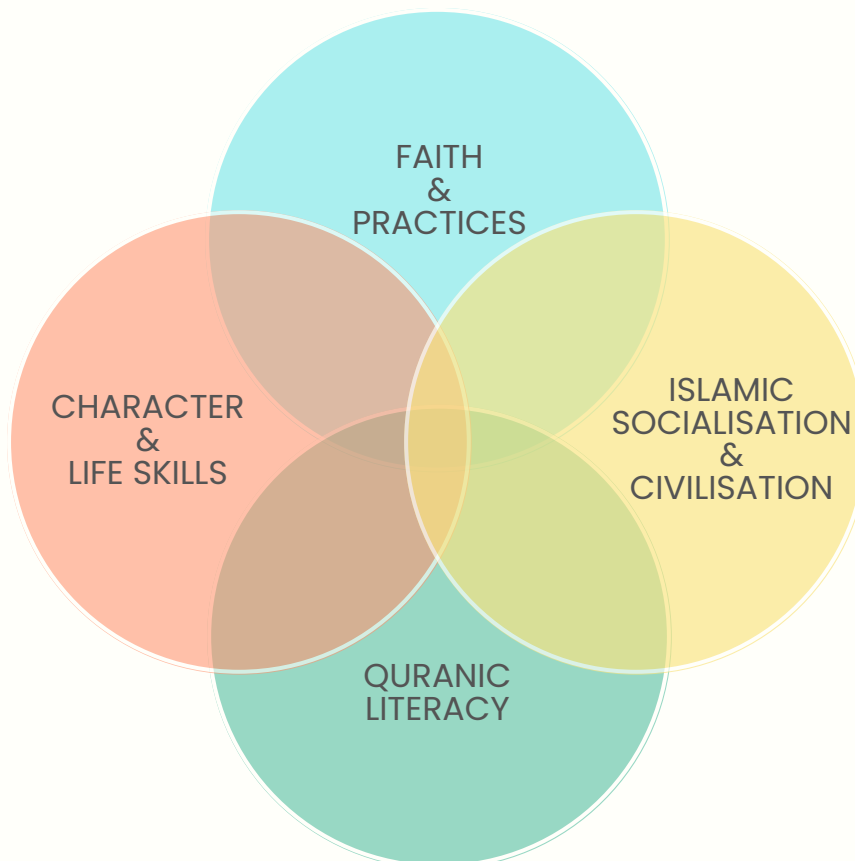
## aLIVE PHILOSOPHY

"O My Lord! Make me one who establishes regular Prayer, and (raise such) among my offspring. O our Lord and accept Thou, my Prayer."  
(Surah Ibrahim: 40)

# aLIVE CONTENT

aLIVE programme adopts a thematic approach to learning. Different themes appropriate for the different levels have been developed so that lessons can be delivered effectively. For example, a topic on bulugh or preparation for puberty is briefly introduced at the age of 9 and is later discussed in detail at the age of 12 and revisited again at the age of 13. This is done so that appropriate topics can be introduced gradually at the different stages of a student's life as they increase in maturity and personal experiences.

The subjects on Tauhid and Fiqh are presented as Faith & Practices, Akhlak as Character & Life Skills, Sirah and Tarikh as Islamic Socialisation & Civilisation, and Iqra & Quran Reading as Quranic Literacy.



**Fig 1.1** The four areas are given different emphasis depending on the programme, the module and the topic.

# CORE VALUES AND PRINCIPLES

## aLIVE

This programme seeks to inculcate values through modelling so that students can see them being exemplified by their teachers. Teachers will also facilitate the learning of these values by providing opportunities to the students to personally engage in the moral-building journey. This is the divine instruction given in the Quran and followed by the early generations of Muslim scholars.

### **SPIRIT OF INQUIRY & DISCOVERY**

Students will be shown how to view the Quran as a living & relevant source of knowledge for them to consistently discover

### **SPIRITUAL & CHARACTER EDUCATION**

Students are taught beliefs, duties & responsibility, virtues, prohibited manners, feelings, attitudes, life & Quranic literacy skills

### **CHALLENGING & INSPIRATIONAL IDEAS**

The programme covers a range of topics from knowing Allah & Islam, becoming a moral & caring person while effective in interacting with others in a moral manner

### **EFFECTIVE TEACHING & LEARNING**

Our teaching approach uses meaningful, value based, interactive methods to aid active learning & participation

### **INSTRUCTION**

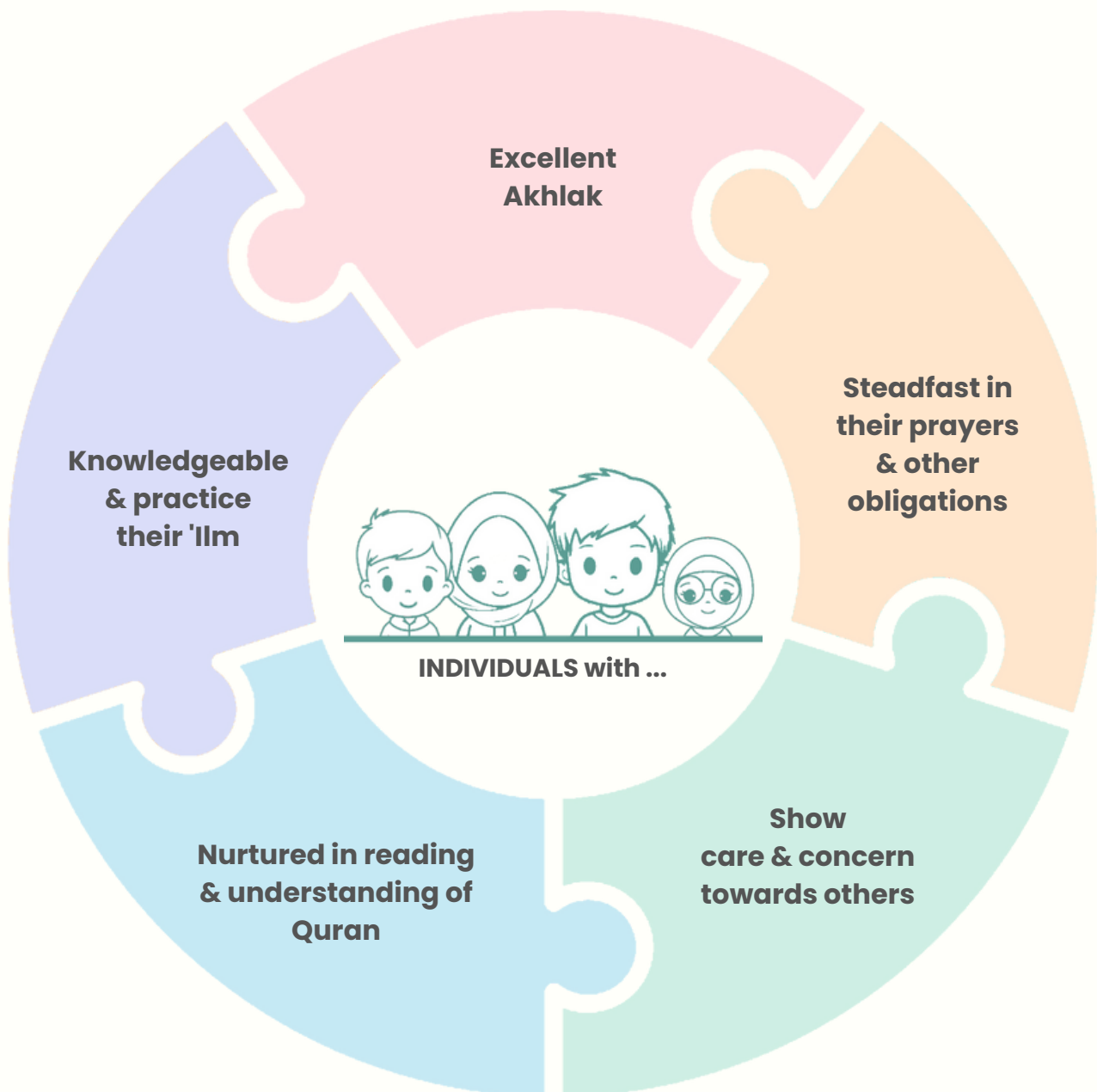
Useful & interesting topic for students to hone their thinking skills. Deepened their knowledge & make real-world connections. This in turn, improves their interpersonal communication skills with family, friends & others

### **ASSESSMENT**

Various modes of assessments are used to assess students' understanding of the content through observations, quizzes, portfolios & project works

# DESIRED OUTCOMES

**aLIVE**





# POLICIES AND PROCEDURES

## aLIVE

Our policies and procedures are aimed towards ensuring a safe, positive and nurturing environment for your child. We would appreciate your strong support to comply with the policies and procedures so that our staff will be able to carry out their duties more effectively for the common good of the children and parents.

By default, our aLIVE sessions will be conducted face-to-face at centres. All procedures below will be applicable for face-to-face sessions.



However, if national advisory requires for mosque closures or online sessions, parents will be updated accordingly. Procedures for online sessions are indicated with this icon.

## I. PUNCTUALITY

Students are required to report **at least 15-minutes** before the scheduled lesson.

In accordance with national advisories, if required, your child must wear a mask within the mosque.

**Please ensure your child brings the following items for every session:**

- Basic stationery
- Shoe bags to keep their footwear
- Light snacks and water bottle for break time
- Prayer kits (Telekung & socks for girls)

We would appreciate it you could kindly fetch your child on time. The centre will not be held responsible for children whose parents arrive later than the stipulated time for dismissal.

# POLICIES AND PROCEDURES

## aLIVE

Do alert and inform your child's teacher or the Centre Manager should there be a different arrangement in fetching them. Our students' safety is important to us, we hope parents can cooperate and communicate when needed.

## II. ATTENDANCE

Students should achieve **75% of attendance** for consistent and effective learning and to be promoted to the next level.

You are encouraged to log in to the **Learn Islam Student Management System (LIST)** to record any leave of absence for your child.

You can access <https://sms.learnislam.sg/live> with the username and password to do this.

We request that you write to us if your child is required to go for long term absence due to school activities. Monthly fees are still payable to ensure the seat is not released for public registration.

If your child fails to attend three consecutive sessions without valid reasons, or remains uncontactable, your child will be withdrawn from the programme.



If students are attending **aLIVE Online Academy or Home-based Learning Sessions (aHBL)**, students will be given the Class ZOOM links 2 days before the term starts by the teachers. Students are to log-in to ZOOM 10-minutes before class starts. Please ensure that the child is in proper attire during these sessions. The aLIVE uniform is highly encouraged even for online sessions.

# POLICIES AND PROCEDURES

## aLIVE

The Class ZOOM links will remain the same throughout the term, otherwise, parents and students will be informed of any changes.

### III. SCHOOL UNIFORM

Students attending face-to-face sessions must be in full uniform.

Purchase of the new uniforms can be made online at [www.thtg.com.sg](http://www.thtg.com.sg).

Parents can opt for self-collection or home delivery upon check out. Queries on uniform purchases can be directed to the vendor.

For male students, they can pair with their own black pants and black songkok.

For female students, they can pair with their own black pants and black headscarves. Tight-fitting pants or leggings are not appropriate for madrasah.



**Fig 2.1** Male and female students' attire

# POLICIES AND PROCEDURES

## aLIVE

### IV. BOOKS

The miscellaneous fees are inclusive of the books each child will receive for the academic year. Books will be given out to the children on the first day of lessons.



If there are mosque closures or your child is attending online sessions, the Centre Managers will set up appointments for you to collect the books before the start of the lessons.

PROGRAMME	BOOKS
KIDS aLIVE	<b>Class &amp; Home Activity A</b> (a sets of 2 books) <b>Class &amp; Home Activity B</b> (a sets of 2 books)
TWEENS aLIVE	<b>Handbook A and Handbook B</b>
TEENS aLIVE	<b>Handbook A and Handbook B</b>
YOUTH aLIVE	<b>Handbook A and Handbook B</b>
Newly enrolled students & specific levels	<b>aLIVE Quranic Literacy (aQL)</b> <b>aLIVE Solat Literacy (aSL)</b>

### V. BREAK TIME

Students are highly encouraged to bring their own food or light snacks to class as they will be given a 15-minute break for each session. They will have their break time in their respective classrooms.



Appropriate break times will also be given during HBL sessions to avoid screen fatigue.

# POLICIES AND PROCEDURES

## aLIVE

### **VI. INSURANCE**

All students are covered under ILHAM's group insurance. You can contact the Centre Manager should there be a need to make claims for any incidents that occur at the centres during the aLIVE sessions.

### **VII. TRANSFER OF SESSION**

Transfers are subject to availability of seats at the allocated time and centre.

Parents need to inform the Centre Managers for any transfer request. Transfer requests will only be processed if the relevant documents are submitted. It takes approximately one (1) week for the process of transfer to be completed.

### **VIII. EXTERNAL TRANSFERS**

For external transfers from current centre to another, the transfer can only be effective from the following month as invoice for the current month would have already been generated at the current centre.

Do note that there will be no refunds for fees paid at the current centre. Parents will be invoiced the new fee at the new centre once transfer is finalised.

A new submission for recurring payment via debit/credit card is required for the new centre. The prior arrangement for recurring payment at the previous centre will be cancelled.

# LEARN ISLAM STUDENT MANAGEMENT SYSTEM LIST

## aLIVE

LIST short for Learn Islam Student Management System, is the system which ILHAM uses to record students' database and administration.

You can access the system at <https://sms.learnislam.sg/live> with the child's unique username.

Parents may use LIST to:

- Check and update your home details, contact numbers, and email addresses.
- Check and make monthly fee payments
- Immediately record and indicate reasons for any leave of absence
- Download GIRO form

You will receive regular circulars via emails from the system on matters such as class commencements, calendar of events, programme updates and reminders on outstanding fees.

As the circulars will be sent to your 'Bill to' email address\*, please ensure it is the correct address. You may update them if there are any changes.

*\*Please check your Junk Mail and mark ILHAM circulars to your Inbox.*

# ISLAMIC EDUCATION FUND IEF

## aLIVE

The Islamic Education Fund (IEF) is a financial assistance from Majlis Ugama Islam Singapura (MUIS), to assist eligible families to fund their children's enrolment in the aLIVE programme. The IEF provides fee subsidies to help defray the cost.

The IEF Scheme is based on per capita income (PCI) criteria. There are 2 categories of grant available:

TYPE OF GRANT	PER CAPITA INCOME (PCI)	ELIGIBILITY CRITERIA	SUBSIDY	
			FEES	MISC. FEES
<b>Needy Student Grant (NSG)</b>	\$0 - \$500	1. Applicants must be Muslims and Singapore Citizens or Permanent Residents. 2. Enrolled in aLIVE or Mosque Madrasah 3. Regardless of number of students per household	Maximum fee subsidy of \$300 per student per year	90% of misc items capped at \$100 per student per year
<b>Family Support Rebate (FSR)</b>	\$501 - \$750	1. Applicants must be Muslims and Singapore Citizens or Permanent Residents 2. Enrolled in aLIVE or Mosque Madrasah 3. Must have 2 or more children attending aLIVE or Mosque Madrasah	Two (2) months fee subsidy up to \$35 each month, per student per year	N.A

You can apply for The Islamic Education Fund (IEF) online via <http://learnislam.sg/apply-for-ief>.

All applications will go through verification process. Parents will be notified on the result and any further fee payment arrangements if required.

# TERMS AND CONDITION

## aLIVE

### I. WITHDRAWAL AND REFUND POLICY

Withdrawal requests are required to be submitted to the Centre Manager, at least one calendar month prior to the effective date of withdrawal. The monthly school fees are payable up to this date.

Absenteeism does not warrant a waiver of the monthly school fees.

The Miscellaneous fee is **non-refundable**. Refund of the monthly school fees will be applicable for advance payments for the billing months after the effective date of withdrawal, should there be no other due payments.

### II. SCHOOL FEES

The Learn Islam Student Management System (LIST) will generate monthly invoices on the **1st of every month**. Parents can log in to <https://sms.learnislam.sg/live> with your username and password to manage and view payment history of the school fees.

#### a. Miscellaneous Fee

All books, class learning materials, students' insurance coverage, supplementary activities and administrative charges are covered in the miscellaneous fee.

The fee is \$90.00 for all centres and paid annually during re-registration exercise.

Miscellaneous fee is non-refundable and cannot be pro-rated.



# TERMS AND CONDITION

## aLIVE

### b. Monthly Fee

Monthly fees at the respective centres will remain the same as per current amount.

Monthly fees are heavily subsidized by the Mosque, MUIS and ILHAM. This covers mainly the remuneration of the asatizahs teaching the programme and expenses on operation and administration.

During re-registration exercise for current students, miscellaneous and December fees will be collected to confirm your child's promotion to the next level/programme. If the fees are not paid completely within the exercise period, the child's seat may be released for public registration.

### c. Payment of School Fees

Monthly fee payments can be made **only** via these methods:

1. **Recurring payment on credit/debit cards**, or,
2. **Interbank GIRO**

You will still receive invoices through your e-mail address on the 1st of every month. To manage and view payment history, you can login into the Learn Islam Student Management System (LIST).

While waiting for the Interbank GIRO application, payments of monthly school fees can be done online via eNETS, credit or debit cards and Paynow. There will be **no cash payment** at the centres.

# TERMS AND CONDITION

## aLIVE

### d. Interbank GIRO Application

Parents may apply for GIRO auto deduction for fee payment by downloading and completing the application form from <https://sms.learnislam.sg/live>. Complete Part 1 of the form and ensure details are correct as the bank will reject incomplete forms.

Mail the form to: **ILHAM, Finance Department,  
20 Joo Chiat Road, #04-01,  
Singapore 427357.**

You will be notified by the bank once approval is given. Approval takes up to 2 months processing time. Upon which, monthly GIRO deductions will be made on the **15th of the month**. If this is unsuccessful, a second deduction will be made on the 28th of the month. If GIRO deduction date falls on a weekend or public holiday, the deduction will be made on the next working day.

### e. Credit/Debit Card Recurring payment

Fees will be charged on the credit/debit card on the **10th of every month**. If it fails, a second attempt will be done on the **28th of the month**. Should the 10th of the month fall on a Sunday or public holiday, the deduction will be made on the next working day.

### f. Full year Payment

Parents who wish to make full year payment, please write an email to [info@ilham.sg](mailto:info@ilham.sg) for the full invoice to be generated.

# TERMS AND CONDITION

## aLIVE

### III. Non-Payment of School Fees

Parents will receive monthly notification and reminders on fee payments via email through LIST. We appreciate prompt action from parents to make the payments to avoid increasing outstanding fees.

We regret to inform you that **non-payment of 3 months fee and/or no action taken by parents upon receiving reminders, may result in student termination.**

Should you require assistance, you may apply for financial assistance through the Islamic Education Fund (IEF).

Please do not hesitate to approach us if you need more clarification so we may provide you with the best course of action to allow your child to continue receiving their Islamic education.

### IV. Emergency

Parents must inform the centre on any changes to guardianship, contact details and addresses. This is to enable us to contact you immediately in times of emergency. Any decision on the child must be made by the parent or guardian who registered for the child in the programme.

# TERMS AND CONDITION

## aLIVE

### **V. Medical Conditions and Special Needs**

If your child has any medical conditions or special needs, please submit a medical report from a certified practitioner to the centre to certify that your child is able to participate in activities conducted at the centre.

As our programme is not designed for students with special needs, please keep us informed in case further intervention is required. Do highlight to us at the point of registration if your child has been diagnosed with any behavioral or developmental special needs so that our teachers can be made aware.

### **VI. Photo and Video Disclaimer**

ILHAM reserves the right to use any photograph and/or video taken at any of the aLIVE sessions without expressed written permission of those included within the photograph or video in our publications or other media platforms. To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the subject, parent or guardian.

# EASY ACCESS

ITEM	LINK(S)
<b>Learn Islam Student Management System (LIST)</b>	<a href="https://sms.learnislam.sg/live">sms.learnislam.sg/live</a>
<b>Uniform</b>	<a href="https://www.thtg.com.sg/alive-uniform">https://www.thtg.com.sg/alive-uniform</a>
<b>Islamic Education Fund (IEF)</b>	<a href="http://learnislam.sg/apply-for-ief">http://learnislam.sg/apply-for-ief</a>



