



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

# **In the Name of Allāh, the Most Gracious, the Most Merciful**

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## 1. Message from the committee

All praises is due to Allāh, Lord of the worlds. Peace and salutations upon His Most Beloved, our Master Sayyidunā Muḥammad (SAW), and upon his righteous household and companions.

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

Shaykh Mas'ood Ahmad Kagee had taken the noble 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 are motivated and tireless in their efforts to invigorate the study of the Holy *Qur'ān* and Islamic studies. The Habibia Soofie Management Committee fully support and endorse their drive and determination. The next step in educational establishment will further uplift this community.

We make *du'ā* for their success, and that you and your young learners' will derive value and empowerment, *inshā Allāh*.

## 2. Our Heritage & Foundation

The establishment of Habibia Soofie Masjid 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 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 selfless service to humanity as an integral part of one's worship to Allāh. Hazrat Moulana Abdul Latief Qadi RA made sure that the masjid made its priority the feeding of the poor, the housing of orphans, and a place of solace and assistance for the broader community.

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 Masjid a centre of Islamic learning and knowledge was established. Our founders illustrated education in the example that they set, as it was a key pillar of their teachings.

The great legacy that they left for us highlights this. The institution conducted Islamic Classes for various categories of learners. This included advanced classes for Islamic educators and for the training of Imams. Thus, the wider Muslim community recognised the institution in its earlier years for the quality of the Islamic education disseminated to them. Unfortunately, due to a lack of funding and resources the centre could not sustain itself.

### 3. Current Islamic Education at Habibia

A further attempt to resuscitate Islamic Education for the community, especially the youth occurred at Habibia. In 1992, Shaykh Mas'ood Kagee formed a separate class and started *Markaz Tahfeeth Al-Qur'an Al-Kareem* for studying the Holy *Qur'an*. Today, with the Power and Blessings of Allah, Habibia Soofie Masjid houses a centre of learning that includes a Madressa and Hifz class, as well as a nursery, while also being surrounded by Habibia Primary School and the International Peace College of South Africa.

The Madressa has seen over the years several teachers and graduates. We have 15 graduates until today, with an average of two learners every year. Many graduates are working and partake in the *Tarāwīh Ṣalāh* every year, while others are pursuing their studies further in various institutions overseas or locally. The syllabus currently taught at the Madressa includes the recitation and memorisation of the Holy *Qur'an*, *Tajwīd* and memorisation skills, *Fiqh, du'ā*, Morals and Ethics and Arabic. There are also *Hajj* classes on Monday nights and *Tafsīr* classes on Tuesday nights.

Our current teachers are Moulana Mohammed Luqmaan Kagee, Hafiz Naqeeb Kagee, Mu'allimah Naseema Kagee, Hafiz Uzayr Coe and Mu'allimah Shahnaaz Arend. Shaykh Mas'ood, who established the Madressa studied Tajweed under Shaykh Fu'ad Gabier and then pursued his studies further in Makkah Al-Mukarramah, where he completed the memorisation of the Holy *Qur'an*. He returned in 1412 (1991) and served the institution for many years.

Moulana Luqmaan studied the memorisation and *Tajwīd* of the Holy *Qur'ān* under Shaykh Mas'ood Kagee. He then pursued his studies further at Zarqa Private University in Jordan, where he learnt Arabic at the university's language centre, and then completed his studies in Islamic Shari'ah. He returned in 1428 (2008).

#### **4. General Information**

Address:       Habibia Soofie Masjid  
                  Cnr Duine & Flat Road,  
                  Rylands Estate, 7764

Phone:         021 638 6509 (Moulana Qutbodien Kagee)  
                  021 638 7350 (Moulana Luqmaan Kagee)  
                  021 638 7350 (Hafiz Naqeeb Kagee)

Fax:            021 633 2304

Email:         madressa@habibia.org

Website:       <https://www.habibiamosque.org.za>

Staff: Moulana Mohammed Luqmaan Kagee  
Hafiz Muhammad Naqeeb Kagee  
Mu'allimah Naseema Kagee  
Hafiz Uzayr Coe  
Mu'allimah Shahnaaz Arend

Hours: Mondays - Thursdays:  
16.00-17.00 (Grades 1-2)  
17.00-18.30 (Grades 3 and above)

*Registration Requirements:*

- Registration form to be filled in
- R200 non-refundable once-off registration fee
- R150 non-refundable annual fee per set of textbooks
- R200 monthly fee per learner (January to November)

Note: Lessons once a week have a separate fees structure and will be available on request.

## **Madressa Code of Conduct**

The purpose of this code of conduct is to establish a disciplined and purposeful learning environment for both the learner and the teacher. Listed below are rules and regulations for each learner 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 learners and their parents/guardians to familiarise themselves with this code of conduct and these rules, so that the education of learners at this Madressa would be both enjoyable and productive.

To maintain a disciplined and effective learning environment, learners are expected to be mature and responsible, as lessons concerning their religion will be taught. Learners 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.

The following rules apply to all learners for the full duration and if they are registered at the Madressa.

### *Attendance*

- Attendance is compulsory every Madressa day for all learners. When a learner 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 learners are expected to be at the Madressa for the full duration of the set hours. Learners, 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 learner returns to class he shall explain to the teacher, and have a written note as well. Learners 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. Learners wishing to leave early should do the same.

#### *Dismissal and other*

- All learners should be picked up on time, as Habibia Soofie Mosque and the Madressa cannot be held responsible for learners 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 learner will be allowed to leave the Madressa during hours without permission from the teacher. No visitors may communicate with, or address learners or staff members without the teacher's permission.

#### *Uniform*

- All learners 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 learners are appropriately dressed for Madressa.

### *Textbooks & other educational material*

- The Madressa will issue textbooks at the beginning of the year, which the learners will use.
- It is compulsory for each learner to purchase a set of textbooks.
- The Madressa will only issue the textbooks once the learners have paid for them.
- The Madressa will not accept returns or issue refunds on textbooks, after the learners have paid for them.

### *Syllabus*

- A separate syllabus covering the term's work will be provided in the textbooks.
- The syllabus will include work that learners 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 learner.
- Learners are requested to show a keen interest in their studies and to take the exams seriously.
- Any learner who is dishonest in an exam will forfeit all the marks for the exam paper in question. The same applies to a learner 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 learners to bring them to classes. They are often a disruption, not only to the learner but also to the entire class.
- Those learners, who need to bring them, must ensure that they are switched off during classes or on silent. Any learner 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 learners on their cell phones. In the case of an emergency, parents should contact the teacher, who will then convey the message to the learner.

### *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 learner.
- 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.
- Learners 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 learner, the Madressa will contact his/her parents/guardians and request a meeting to discuss the learner's behaviour.
- If a learner 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 learner's suspension, or possible expulsion.

### **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.

## **Madressa Fees**

- Madressa fees is payable monthly from January until November (11 months).
- All Madressa fees must be paid in full, irrespective of holidays. Furthermore, all fees must be paid in full if a learner 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](mailto:madressa@habibia.org).
- Parents/guardians who wish to pay in cash are kindly requested to send a note with the fees, stating what the fees are for.
- The Madressa will be issuing textbooks to each learner, which will be charged at a fee of R 150 per set.
- 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.
- A registration fee of R 200 is due once-off for new learners'.
- All fees are **non-refundable**, whether the learner attends the Madressa or not.

## **Our Vision for the Madressa**

Our aim is to have our teachers fully based at the Madressa with a liveable wage, so that full attention may be given to the needs of the learners. We would like to expand the Madressa by having full-time classes from the morning, which will include classes for adults.

Our plans are to incorporate in the syllabus:

- Islamic *Tarbiyah*
- Basic *Fiqh*
- Morals and Ethics
- *Du'ā*
- *Tafsīr* and understanding of the Holy *Qur'ān*
- Explanation of the *Sunnah* and *Ḥadīth*
- *Aqīdah* (Our belief system)
- *Sīrah* and Islamic History
- Conversational Arabic and Qur'anic Arabic
- Marriage classes
- Parenting classes
- Classes for women and reverts

One of the core principles of Habibia as an institution, since its inception, has been the acquiring of beneficial knowledge. In the current era that we live in, the need for Islamic education is being marginalised in favour of secular academia. 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 *dīn* and *dunyā*. They will be people of leadership, and strong role models, who will exhibit outstanding moral fibre, and who will be capable of imparting these values to others, in the times ahead.

### **Proposed Budget for Madressa**

The proposed budget for the Madressa is based on ensuring that the Madressa functions as a self-sustaining institution as part of the complex in a similar manner to other educational institutions.

The requirements for a fully functioning Madressa, which offers learners a comprehensive Islamic Education, are as follows:

- Administration and Staffing
- Electricity and Water
- Classroom rentals
- Materials (charts and readers) and photocopying
- Resources, including textbooks and worksheets

- Functions and graduations
- Petty cash

We pray that Allah, The Highest, makes this institution and all similar institutions grow from strength to strength. May He give those who support these well-needed centres of learning the best of this world and the Hereafter.

### **Banking Details**

Account Name: Habibia Madrassa account  
Branch: First National Bank,  
Mowbray  
Branch Code: 200309  
Account Number: 62457781790  
Account Type: Cheque