Dear Parents/Caregivers, *Assalaamu alaikum*.

1. The madrasah committee has decided that the current four class system cannot be maintained any longer. The low and affordable fees currently charged to families falls far short of meeting the madrasah's expenses. In addition, the mixing of children with large age gaps in a single classroom has resulted in uncontrollable classes and an unworkable teaching programme. For example, a 14-year old learning what was intended for a 9 year old has caused boredom and behaviour challenges in a lot of the older children.

   In order to solve these issues, the school committee has, after much deliberation, decided to rearrange the madrasah into three classes/levels based on age, behaviour and academic ability (as determined by teachers). While selecting this new arrangement from other possible ones, families' situations have been somewhat taken into account. Utmost care has been taken to minimise the number of families who may need to come all six days — bringing some children in Group 1 and others in Group 2.

NEW ARRANGEMENT	**Level 1**	**Level 2**	**Level 3**
Group 1: Mon-Wed-Sat	5-7 Year Olds	8-10 Year Old Boys	11-14 Year Old Girls
Group 2: Tue-Thu-Sun	5-7 Year Olds	8-10 Year Old Girls	11-14 Year Old Boys

   Since this new arrangement is not based solely on age, there is some flexibility in that it is possible for a younger child to be placed in a level higher than that of his peers, while the opposite is true as well.

   To illustrate, a 10-year old child who displays mature and responsible behaviour in class while having the ability to learn and understand content aimed at older children would be placed in Level 3. In the same way, an 11 year old who is closer to 9 or 10 year olds in terms of behaviour or ability would be placed in Level 3.

   Also, since there are two groups of 5-7 year old students (boys and girls mixed), it may be possible for parents to shift their children from one group to another — provided the other class's number has not reached its maximum.

   Students will soon be informed about which group and level they have been assigned to *inshaaAllaah*, and the new routine is to be followed from Monday 16th February.

   Please discuss with the school administration if it is genuinely not possible for you to arrange transport for your children on their new days. Please note that the Principal may not be available during class times if he is teaching. You can:
   - send an email to principal@wise.ac.nz
   - contact or discuss in person with any of the committee members, or
   - leave your message/fees with the volunteer parent-on-duty.

2. Please **follow up on your children's madrasah work** and check their books every day:
   - If any homework is given, especially Qur'aan memorization or Arabic *Qaa'idah* lessons, make sure they spend at least 15 to 30 minutes revising/memorizing their lesson.
   - If your children's written exercises appear to be incomplete or missing, ask them for an explanation.

3. All parents are expected to **bring children to madrasah on time**. When students come late, they miss important parts of the lesson, do not finish their work on time and disrupt the class when they enter. Students who do not finish their lessons/exercises on time may need an extra 5 minutes after class before coming out.

4. Please give your children **water bottles** to bring for drinking. Ensure that your children bring their **exercise book and pen/pencil**.

5. If you have any **outstanding fees**, please pay them as soon as possible. You can preferably pay by internet/phone banking into WMA's madrasah account: **02-0320-0143860-07** or pay cash in person. If you cannot afford to pay, please inform us.

6. Please complete the Acknowledgement Form and have your child bring it back to his or her teacher. *Was-salaamu alaikum*.

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ACKNOWLEDGEMENT FORM: 05/02/2015

Name of Student(s): ....

Name of Parent/Caregiver: ....   Signature: ....