



L'école Mondiale
Inspiring Excellence • Building Character

Hifz Policy

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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HIFZ Admission Criteria

Criteria for the Hifz Class Entrance Test

- Students must meet the following criteria to be eligible for the Hifz Class Entrance Test:
- Proficiency in Tajweed. Makharij, Harkat, Ghunna, Madd, Qalqala, recognition of Haroof, and the ability to perform Hijjah.
- Fluency in reciting para 30, para 29 & para 1.

HIFZ PROGRAMME – MAIN FEATURES

- Hifz students are placed into different levels:
 - a. The first year in Hifz is called Hifz 1.
 - b. The second year in Hifz is named Hifz 2.
 - c. The third and last year is referred to as Hifz 3."
- The criteria for joining the Hifz trial class include passing the Nazra test and achieving a minimum score of 70% in English, Maths, and Science in the annual examination.
- In December, PYP3 (LE III) students will receive an option form. They will be provided with a syllabus to prepare for a Nazra test, which will be conducted around April for those choosing the Hifz.
- Students who don't qualify for the first test but are recommended by the Evaluation Committee will have a second chance in May.
- The Hifz trial class will begin at the end of the PYP3 academic session.
- The first test will be conducted after six weeks of the trial class, and those who pass it will join the regular Hifz program
- In Hifz 1, after midyear test, parents will receive information about their child's suitability for the Hifz program.
- If Hifz 1 and Hifz 2 students demonstrate unsatisfactory performance, they will transition to grade PYP4(UEI) and PYP5(UEII), respectively, in regular classes.

DURATION OF HIFZ PROGRAMME

Plan 1 (3 years Hifz program)

- The LM Hifz Plan 1 consists of a total of 3 years. In these 3 years, students spend 2 and a half years memorizing the Quran, and then they have an additional 6 months for revision and preparation specifically for the WAFAQ Exam.

Plan 2 (2 years Hifz program)

- The LM Hifz plan2 consists of a total of 2 years. In these 2years, students spend 1 and a half years memorizing the Quran, and then they have an additional 6 months for revision and preparation specifically for the WAFAQ Exam.
- For students who are unable to complete the Hifz program within three years, we kindly encourage them to transition to the regular education stream, as we do not have a provision for a fourth year in the Hifz program.
- Memorization Process:
- All newly admitted students will start with Para 30, followed by Para 29.

- Subsequent "Sabaq" assignments will vary based on each student's memorization capacity.

HIFZ ACADEMIC COMMITMENTS

- Hifz students will have fewer holidays compared to regular students.
- We will conduct regular assessments and provide parents with performance updates following each of the four evaluation periods scheduled for October, December, March, and May. This ensures that parents receive updates about their child's progress throughout the academic year.

The following are the yearly memorization targets:

- At the conclusion of the first year, the minimum target is to have memorized 08 Paras.
 - By the end of the second year, the objective is to have 22 Paras memorized.
 - After two and a half years, the goal is to have memorized 30 Paras, with a particular emphasis on revision.
- In cases involving poor performance in "daily Sabaq," a lack of interest, discipline issues, or limited parental cooperation, students will be encouraged to join regular classes with understanding and support.

PARENTAL INVOLVEMENT

Parents have a vital role in helping Hifz students. They need to keep motivating, encouraging, and cooperating consistently.

Parents should regularly look at and sign Hifz diaries.

It's very important for Hifz students to practice memorizing their daily "SABAQ" at home for the Hifz program to be successful.

ACADEMIC CLASSES

Hifz students will attend classes for English, Math, inquiry, games and Tarbiyah. It's important to note that during the last six months of the Hifz program, there will be fewer classes for these subjects.

ATTENDANCE AND LEAVE POLICY

- Hifz students are expected to maintain punctuality and regular attendance.
- In unavoidable situations, a Hifz student may take a maximum of 7 days of leave (including Saturdays and Sundays) with prior approval from the principal.
- The Hifz Coordinator can approve leave for a maximum of one working day.
- Any Hifz student absent for more than three days without approved leave will not be allowed to attend school unless permitted by the principal.
- If a Hifz student's unapproved absence exceeds 10 days, they will be immediately transferred to regular classes.
- Failure to submit a written leave application on the succeeding day of absence will result in a fine of Rs 500 for a single absence.
- Early departures or short leaves are only permitted for emergencies.
- Doctor's appointments should be scheduled after school hours.
- Umrah trips should be planned during summer or winter holidays.

- Applying for Umrah leave after flight reservations does not guarantee approval. Leave requests should be submitted before making reservations.

Responsibility of Memorization:

Memorizing the Quran is both an honor and a significant responsibility. The school and parents play vital roles in establishing an organized routine and providing emotional and mental support for Hifz students at home.

HIFZ POLICY FOR OUTGOING HUFAZZ & HAFIZAAT

1. If a Hifz III student, upon completion of the Hifz program, has pending Wafaq exams due to non-completion of the Quran memorization, the student is required to join regular classes at LM School. It becomes the responsibility of the parents to oversee the completion of the remaining Quranic memorization.
2. After the midyear exam, typically in January, these students will receive extra classes to revise the Manzil, and their admission for the Wafaq Exam will be processed as regular students if they pass the test.
3. Students aspiring to take the Wafaq Exam must undergo a Hifz test before their names are approved for participation in the Wafaq Exam.

CO-CURRICULAR ACTIVITIES

1. Game classes are incorporated into the timetable to ensure the physical fitness and mental agility of our Huffaz and Hafizaat.
2. The Tarbiyah session is a special favorite among Hifz students, where character-building stories from the Seerah of the Prophet (SAW) and the Sahabah (R.A) are shared.
3. Our Hifz students actively participate in Manzil/Qiraat competitions organized by various schools in Lahore.

CRITERIA TO PARTICIPATE IN THE COMPETITIONS

- Students should maintain an attendance record of more than 90%.
- Students should not fall behind in their memorization targets.

HIFZ DAILY SCHEDULE (Timings)

Tarbiyah & Tajweed Qiraat Class	20 minutes
Sabaq	1 hour
Mutalia	40 Mins
Sabqi	1 hour & 10 minutes
Break	30 minutes
Manzil/Diary	1 hour & 35 minutes
Namaz Zuhr	15 minutes

(Be particular about the excellence of Sabaq, as it will be listened once a day)

CRITERIA FOR SABAQ, SABQI AND MANZIL

HIFZ YEAR I, II & III SABAQ

Sabaq/Lesson	Report in English	Report in Urdu	Quality of Sabaq
6 – 12 Lines	Excellent	بہترین	No mistake & no atkan with makharij and qiraat
6 – 12 Lines	Very Good	بہتر	No mistake no atkan
6 – 12 Lines	Better	قدرے بہتر	No mistake & 1-2 atkan
6 – 12 Lines	Not Acceptable	کمزور	More than 1-2 mistakes & atkan (Same Sabaq)

HIFZ YEAR I, II & III SABQI & MANZIL

Paras	Report in English	Report in Urdu	Quality of Sabqi & Manzil
1 – 1.5 Paras	Excellent	بہترین	No mistake & no atkan
1 – 1.5 Paras	Very Good	بہتر	No mistakes & 3 atkan
1 – 1.5 Paras	Better	قدرے بہتر	1-2 mistakes & 4-5 atkan
1 – 1.5 Paras	Satisfactory	مناسب	3-5 mistakes & atkan
1 – 1.5 Paras	Not Acceptable	کمزور	4-6 mistakes & atkan

HIFZ MONTHLY TARGET YEAR I

Month	No. of Para	Para	Quantity of Sabaq
July 2023	0.5	عمّ نصف	8 Lines
August 2023	1.25	عمّ سورة الفجر تا تبرك الذي سورة الحاقه مكمل	8 Lines
September 2023	1.8	تبرك الذي (سورة المعارج تا الدهر)	8 Lines
October 2023	2.5	تبرك الذي (سورة الدهر تا مكمل) قد سمع الله (نصف)	10 Lines
November 2023	3.25	قد سمع الله (نصف) قال فما (ربيع)	10 Lines
December 2023	4	قال فما (ثلثه)	10 Lines
January 2024	4.5	حم (نصف)	12 Lines
February 2024	5.25	حم (نصف) اليه يرد (ربيع)	12 Lines
March 2024	6	اليه يرد (مكمل)	12 Lines
April 2024	7	فمن اظلم (مكمل)	14 Lines
May 2024	8	ومالي (مكمل)	14 Lines
June 2024	9	ومن يقنت (مكمل)	16 Lines

HIFZ MONTHLY TARGET YEAR II

Month	No. of Para	Para	Quantity of Sabaq
July 2024	9.5	اتل ما اوحى (نصف)	16 Lines
August 2024	10.75	اتل ما اوحى (نصف) امن خلق ثلثه	18 Lines
September 2024	12	امن خلق ربيع وقال الذين (مكمل)	18 Lines
October 2024	13.25	قد افلح (مكمل) اقترب ربيع	20 Lines
November 2024	14.5	اقترب ثلثه قال الم (نصف)	20 Lines
December 2024	15.25	قال الم (نصف) سبحن الذى ربيع	20 Lines
January 2025	16.5	سبحن الذى ثلثه ربهما (نصف)	22 Lines
February 2025	17.75	ربهما (نصف) وما ابى ثلثه	22 Lines
March 2025	19	وما ابى ربيع وما من دأبه (مكمل)	24 Lines
April 2025	20.5	يعتذرون (مكمل) واعلمو (نصف)	24 Lines
May 2025	22	واعلمو (نصف) قال الملا (مكمل)	26 Lines
June 2025	23	قال الملا (نصف) ولو ائنا (مكمل)	26 Lines

HIFZ MONTHLY TARGET YEAR III

Month	No. of Para	Para	Quantity of Sabaq
July 2025	24.5	واذا سمعوا (مكمل)	28 Lines
August 2025	25.5	لا يحب الله (مكمل) والمحصنت (نصف)	30 Lines
September 2025	27	والمحصنت (نصف) لن تنالوا (مكمل)	30 Lines
October 2025	28.5	تلك الرسل (مكمل) سيقول (نصف)	32 Lines
November 2025	30	سيقول (نصف) الم (مكمل)	32 Lines
December 2025	Complete Quran		
January 2026	Complete Quran		
February 2026	Complete Quran		
March 2026	Complete Quran		
April 2026	Complete Quran		
May 2026	Complete Quran		
June 2026	Complete Quran		

REQUIRE PROGRESS FOR HIFZ (Class Joining in July)

16 LINED QURAN STIPULATED DURATION:

(2 YEARS)

Para No.	Total Lines	Quantity of Lesson	Lessons	Days	1st Year
30 Para	280 lines	10	28	28	July, Aug
29 Para	307 lines	12	26	26	Aug, Sep
28 Para	303 lines	13	24	24	Sep, Oct
27 Para	281 lines	14	21	21	Oct, Nov
26 Para	278 lines	16	19	19	Nov
25 Para	283 lines	16	19	19	Nov, Dec
24 Para	286 lines	18	17	17	Jan
23 Para	284 lines	18	17	17	Jan, Feb
22 Para	283 lines	20	16	16	Feb, Mar
21 Para	282 lines	20	15	15	Mar
20 Para	285 lines	22	14	14	Apr
19 Para	286 lines	22	13	13	Apr, May
18 Para	285 lines	24	12	12	May
17 Para	284 lines	24	12	12	May, June
16 Para	286 lines	25	12	12	June

Para No.	Total Lines	Quantity of Lesson	Lessons	Days	2nd Year
15 Para	286 lines	26	11	11	July
14 Para	287 lines	26	11	11	July
13 Para	285 lines	27	11	11	July, Aug
12 Para	287 lines	27	11	11	Aug
11 Para	286 lines	27	11	11	Aug, Sep
10 Para	287 lines	29	10	10	Sep
09 Para	287 lines	29	10	10	Sep
08 Para	287 lines	32	9	9	Oct
07 Para	287 lines	32	9	9	Oct
06 Para	287 lines	32	9	9	Oct, Nov
05 Para	288 lines	32	9	9	Nov
04 Para	287 lines	32	9	9	Nov
03 Para	287 lines	32	9	9	Nov, Dec
02 Para	288 lines	35	9	9	Dec
01 Para	278 lines	35	8	8	Dec

Total Quran Lines = 8587

Lessons = 727

HIFZ MONTHLY TARGET YEAR I

Month	No. of Para	Para	Quantity of Sabaq
July 2023	0.6	عمّ (نبأنا البلد)	10 Lines
August 2023	1.5	عم الشمس تبرك الذي سورة الجن	10-12 Lines
September 2023	2.5	تبرك الذي الجن تأقد سمع الله سورة الصف	12-13 Lines
October 2023	3.75	قد سمع الله الجمعة تأقال فما خطبكم سورة الواقعة	13-14 Lines
November 2023	5.3	قال فما خطبكم الحديد تأحم مكمل، اليه يرد (3 ركوع)	14-16 Lines
December 2023	6	اليه يرد الشورى تأمكمل	16 Lines
January 2024	7.75	فمن اظلم مكمل تأومالي ثلثه	18 Lines
February 2024	8.25	ومالي ثلثه تأومن يقنت ربيع	18-20 Lines
March 2024	10	ومن يقنت ربيع تأاتل ما اوحى مكمل	20 Lines
April 2024	11.35	امن خلق مكمل تأوقال الذين سورة الشعراء (7 ركوع)	22 Lines
May 2024	13.5	وقال الذين الشعراء تأقد افلح مكمل، اقترب نصف	22-24 Lines
June 2024	15	اقترب نصف تأقال المر مكمل	24-25 Lines

HIFZ MONTHLY TARGET YEAR II

Month	No. of Para	Para	Quantity of Sabaq
July 2024	17.25	سبحن الذي مكمل تأريهما مكمل، وما ابرئى رابع	26-27 Lines
August 2024	19.5	وما ابرئى ربيع تا وما من دابه مكمل، يعتذرون نصف	27 Lines
September 2024	22	يعتذرون نصف تا واعلموا مكمل، قال الملا مكمل	27-29 Lines
October 2024	24.75	ولو اننا مكمل تا لا يجب الله ثلثه	29-32 Lines
November 2024	27.75	لا يجب الله ثلثه تا والمحصنت مكمل، لن تنالو مكمل، تلك الرسل ثلثه	32 Lines
December 2024	30	تلك الرسل ثلثه تا سيقول مكمل، المر مكمل	32-35 Lines
January 2025		Complete Quran	
February 2025		-	
March 2025		-	
April 2025		-	
May 2025		-	
June 2025		-	