

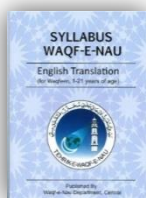
Waqf Nau Class Guidelines for Local Waqifat Nau In Charge

Waqifat Group A (under 7 years)	2 – 4 Classes/month Duration: 1:00 to 1:30 hours
Waqifat Group B(7 – 14 years)	At least one separate class (other than Nasirat Classes) must be held every month Duration: 1:30 to 2:00 hours
Waqifin (boys) Group C (up to 10 years)	2 – 4 Classes/ month Duration: 1:00 to 1:30 hours

The Local Waqifat In Charge must be present for each Waqf Nau class in her Majlis.

Items Needed by Waqifat Nau In Charge

- “Syllabus Waqf-e-Nau” from UK



- Note book
- Pen, pencil, eraser
- A copy of “Monthly Syllabus Folder”
- Access to a Laptop and/or projector (to show Huzoor’s (may Allah be his Helper!) instructions to the students)

Items Needed by Students:

For each Waqf Nau Class, the teacher should remind the students to bring the following items:

- “Syllabus Waqf-e-Nau” from UK
- Monthly Syllabus Folder
- Any other book as required by their syllabus
- Salat and Holy Quran Chart
- A notebook (to be used as writing messages for mothers, homework, writing 5 points from latest Friday Sermon of Huzoor e Anwar)
- Pen, Pencil, Eraser, Sharpener

Following is a suggested outline. Please feel free to adjust time for each session depending upon frequency of classes, number of students and amount of material to be covered.

First Session (Opening)

- **Tilawat and Translation** (Select children in rotation who will do the Tilawat. Announce the name for next month’s presenter.)

- **Hadith with Translation** (Select children in rotation who will recite Hadith and translation. Announce the name for next month's presenter)
- **Huzoor's instruction(s)/guidelines** about any topic. Local In Charge should refer to the following YouTube channel to be aware of many valuable guidelines provided by Huzoor e Anwar (may Allah be his Helper!) and select the ones which are relevant to the age groups. Try to share with class in an interesting manner. It is preferred that instructions are shown using Laptop or projector so children can listen to and see Huzoor Anwar (may Allah be his Helper!). Class In Charge can further discuss the instructions with children.

<https://www.youtube.com/user/waqifatnaucanada>

Second Session (Make Groups, Salat/ Holy Qur'an/ Friday Sermon Check)

- **Make Groups:** All Waqifin/Waqifat should sit in age-based groups with their own teachers. Ideally, no more than 5-6 members should be with one teacher.
- **Check the "Salat and Holy Qur'an Chart"** for all Waqf Nau members age 7 and above.
- **Check the 5 points** from the latest Friday Sermon.

Third Session (Syllabus Coverage)

- **Listen/Check the PREVIOUS month's syllabus** and provide initials and date in the appropriate checkboxes in each child's "Monthly Syllabus Folder".
- **Start covering the current month's syllabus** with students. Assign it as homework as well.
- **Specify homework** in the "Monthly Syllabus Folder" for mothers so they can prepare the child for the next month's class. Homework can also be written in the students' notebooks.

Fourth Session (Optional): (Presentation/ Discussion/ Other Activities)

- A group of students can be assigned a 5-7 minute presentation on any topic OR
- 5-7 minute Discussion can be held on any relevant topic OR
- 10-15 minute interesting activity can be performed with students.

Refreshments and Rewards: Small rewards should be provided to students in all Age Groups (A, B, C) who have done their homework fully.

Refreshments can be provided to students if available. Local Secretary Waqf Nau sahib or Local Sadr Jama'at is responsible for providing budget for the classes. Please ask Sadr Lajna to have the budget approved before making any plans.

Please contact the National President/National or Regional Waqifat Nau In Charge for any concerns, suggestions or issues.