



MADRASAH RULES & REGULATIONS

The Madrasah reserves the right to add/remove/amend, any or all of the rules at any time, however, wherever possible Parents/Guardians will be informed prior of any changes in writing.

The decision of Madrasah Shura (Committee) or an appointed arbitrator will be final in the event of any dispute.

Changes in personal details must be addressed to the Madrasah Head Teacher in writing.

In the unfortunate case of a complaint or any other matter, consult the Head Teacher either by telephone, letter or in person via an appointment.

Attendance/Punctuality

1. All students must be punctual and regular in their attendance in class. Out of school clubs, classes, events must not interfere with the Madrasah hours.
2. Any student who fails to attend class for any day must have the late/absent slips filled in and signed by his/her parents or bring a clearly written, formal note of explanation, written and signed by a parent/guardian. Unauthorised absence will not be tolerated.
3. Any student who fails to attend class for a whole week or more (unauthorised) will be taken off the register. The student will then have to re-apply and a surcharge will apply.
4. No student will be allowed to finish early without their parents written request and a valid excuse. Slips have been provided at the back of the Planner.
5. Students must not leave class without the permission of the teacher.
6. It is stressed for the safety of our students that parents/guardians do not drop off their child too early.
7. Madrasah Maktab classes run Monday to Friday. We have two sessions; Session 1 is from 4.45pm to 6pm and is for classes up to Year 2, whilst session 2 is from 6pm to 7.45pm and is for all other classes.
8. Hifz classes run up from 6 pm to 7:45pm Monday to Friday and are also required to attend on a Saturday.
9. Madrasah staff are not responsible for unregistered children, e.g. younger brothers and sisters and are not responsible for any students once classes end.
10. Fees will still be required even if a child is absent from Madrasah, for the smooth running of the Madrasah.

Behaviour

1. Possession of items endangering one's own safety or the safety of others is not allowed.
2. Students are required to exit the Madrasah in an orderly fashion and without running or causing disruption to other Masjid guests or neighbours.
- 3. Bullying will not be tolerated under any circumstance. Parents will be immediately contacted as well as the Safer Schools Officer (Police).**

Fees (subject to change)

1. All fees and cost of books must be paid on time. Fees for Non Hifz Classes are £30 per month whilst Hifz Class is £35 per month.
2. Fees are to be paid via direct debit on the 27th of each month for 12 months of the year.
3. There is an annual surcharge/admin fee for all Masjid non-members of £95 per family. This is to equal the annual fee Masjid members pay.

Books/Equipment/ Dress & Hygiene

Student Uniform:

BOYS: White Kurta/Jubba, White Sirwaal & White Topee.

GIRLS: Black Scarf, Black Abaya, Black Sirwaal.

2. Students must respect the Qur'aan and other Islaamic books and materials. They must not put anything with Qur'aanic Aayaat on the ground.
3. Parents must ensure that the child is aware and capable of personal hygiene, i.e., having sufficient knowledge of preventing contamination of all types of Najaasat (impurities), Istinjaa; in the habit of washing hands after visiting the toilet, etc.
4. Hairstyles must be reasonable which means, no half shaven/cut heads.
5. Books/equipment/uniform must be taken home daily and must not be left behind in the Madrasah.
6. No "extravagant" styles and items. Examples: extravagant bags, watches, nail polish etc.
(*"Extravagance" will be determined by the Madrasah Shura*)
7. Usage of mobile phones by students is prohibited, unless permission is sought from the Headteacher as outlined in the Mobile Phone usage policy.

New Applicants

1. All new applicants will be admitted initially at a month's trial.
After the initial month trial it will be at the discretion of the Madrasah whether the child can continue or not.
2. Students should be four years and over.
3. All new students shall be tested and graded according to their present ability, although previous education shall be considered; it shall be at the discretion of the Madrasah.

Parents Effort for Student Progress

Children who do not learn at home progress much slower. If you are unsure of how we teach or of the pronunciation of letters then please speak to the Headteacher.

Always keep an interest in the work your child is doing at the Madrasah. Your visible interest and concern will motivate him/ her and help realise the importance of education.

1. Parents are required to attend all Parents evenings. If they are unable to do so, parents must rearrange another visit as soon as possible.
2. Parents/ Guardians must ensure that their child completes set homework.
3. Parents/ Guardians must sign the student planner and are strongly encouraged to write a comment in the comment box.
4. At least 15 minutes should be spent every day reviewing your child's lesson.