



Masjid E Quba
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Madrasa Rules and Regulations

This copy of the rules and regulations are for you to keep. Please read through them carefully.

The following rules and regulations have been drawn up to ensure your child receives the best form of Islamic education from the Madrasa and develops the true spirit of Islam.

1. The normal tuition time of the Madrasa is Monday to Friday from 4.30pm to 6.00pm (early session) and 6.00pm to 7.30pm (late session). All classes run for 1 hour and 30 minutes. Timings may change during periods, such as school holidays, Ramadhan, etc. if this happens, all parents will be notified in advance.
2. Students arriving more than 5 minutes late without a valid excuse and/or letter from a parent will be given a detention, and if repeated further action will be taken.
3. The Madrasa is unable to supervise children who arrive before the start times of the classes and those who remain after the class has ended, therefore parents are requested to make sure their children arrive on time and that they are picked up on time.
4. No child will be allowed to leave the Madrasa early unless there is a valid reason, which should be explained in the form of a letter to the Head Teacher. The management has the full right to accept/decline this request.
5. Absence due to any external, school or other activity will not be permitted without prior approval from the Madrasa.
6. Please ensure your child completes all their homework. Some students will be provided with a homework sheet for the parents to sign. Parents will be required to supervise their children accordingly and sign the sheet and return it to the Teacher.
7. The Madrasa has a detention policy which applies to all children, irrespective of age. Any Teacher or the Head Teacher can give detention to any child if they consider it necessary. If a child is given detention, then a letter will be sent home with the child to notify the parent/guardian in advance.
8. If your child does not complete his/her homework or does not adhere to the disciplinary code, then this may result in detention for the child. On such occasions parents must be co-operative.
9. From time to time, parents will receive letters pertaining to their child and the Madrasa. These will be sent home with their children. Some of these will require the parents to sign and return to the Madrasa Teacher as acknowledgement of the receipt.
10. Parents will be required to make themselves available for parent's evenings and any other meetings that the Teacher or Head Teacher may request pertaining to their child.
11. Parents are not allowed into the Madrasa classes during class times. All queries should be made in the Madrasa office.
12. Parents are requested not to openly smoke outside the Mosque or in close proximity to it. This is not just setting a bad example for their children as well as the other children attending the Madrasa, but also goes against the sacredness of the Mosque premises.
13. The Madrasa has adopted a strict dress code. All boys must be dressed in either Shalwar Qamis or Arabian Qamees of any colour and must wear appropriate headcovering prior to coming into the Madrasa. Boys must

not wear any jewellery unless in accordance to Islamic law. If after a verbal warning, the boy continues to wear the jewellery than the Madrasa has the right to confiscate it.

14. Girls must be dressed in full Hijab and must cover their hair fully at times. Any non Islamic dress or make up will not be tolerated.
15. Mobile phones, MP3 players, computer games etc. are not allowed for the students to use in the Madrasa. If found being used, then they may be confiscated for one week.
16. All parents are responsible for paying the appropriate fees on time. The fees can be paid yearly, half yearly or at least every 3 months in advance. Any fees that are paid later than the 5th day of the month on which they are due will incur a late payment penalty fee of £10.00, unless an agreement has been made with the Madrasa office first. If fees are not paid by the 10th day of the month that they are due, then the child will be suspended from attending the Madrasa.
17. If parents/guardians have any issues or concerns with other children in the Madrasa, then these issues should be taken up with the Madrasa office. In no circumstance is the parent/guardian allowed to pursue these issues directly with the children.
18. If any student wishes to take leave outside official holidays then written permission must be taken before the leave is taken. A letter of request should be written to the Head Teacher and the management of the Madrasa have the full right to accept or refuse this request. If a student is sick than the Madrasa should be informed at the earliest opportunity in writing.
19. The Madrasa should be treated like any other formal Islamic or public school with regard to punctuality. Only those requests for absence will be granted, which are generally accepted by other schools.
20. If the class Teacher or Head Teacher has given written permission for absence, then this will be recorded as authorised absence. All other absences will be classified as unauthorised.
21. Parents are required to give two weeks notice in writing if they wish to transfer their child from the Madrasa. Only unused fees for whole months will be refunded.
22. Discipline and behaviour are of paramount importance. Thus every child must adhere to the disciplinary code of the Madrasa and the Islamic way of life. Students must respect each other as well as all the staff. Disrespect and/or abusive language directed to any member of staff will result in strict disciplinary action.
23. The Madrasa has a strict 4 stage behaviour policy. If the student misbehaves then these steps will be taken in sequence, through some behaviour may result in immediate exclusion.
Stage 1: A verbal warning and detention
Stage 2: The Head Teacher will discuss the matter with the student
Stage 3: The Parents/Guardians of the child will be called in to have a meeting with the Head Teacher and class Teacher and the student may be suspended.
Stage 4: The student will be excluded if deemed appropriate.
24. Attendance of Madrasa exams is mandatory. Unauthorised absence during exam times will result in immediate exclusion from the Madrasa.
25. Any child that is absent from the Madrasa for more than two weeks without providing a reason before the absence begins will be removed from the register and will have to re-apply for admittance.
26. If any child has been excluded from the Madrasa or has been removed from the register and wants to be re-admitted, then a new application form will have to be submitted, along with an administration fee of £50.00. Only then will the application be considered. Please note, the application will be subject to any waiting list that may exist.
26. The Madrasa committee has the right to alter or amend the rules and regulations as necessary.

*This copy of the Rules and Regulations are for you to keep.
Please fill in the attached form and return it to the Madrasa.*