

Rules & Regulations

1. Minimum age requirement for the students attending Madrassa is 5 years. Children must be able to go toilet and clean themselves independently. Under 5 years old children will need to be tested before and place can be allocated.
2. **Dress Code:** Students are required to strictly adhere and uphold the Islamic rules and regulations pertaining to dress code. Students will not be allowed to attend their classes unless the dress code is fully followed.
2.1 GIRLS: Girls must wear an abaya a long black burkha (dress) which must cover their arms and a shalwar under the abaya.
2.2 BOYS: Boys must wear a white Jubbah/Thobe/Shalwar Kameez, White bottoms and a white topi (hat). Inadequate attire/ dress will result in the parent being called in and asked to take their child home.

3. **Madrassa Times:** Madrassa runs in the following sessions:

Weekdays

Session	1 - Monday to Friday	4:30 pm-6:00 pm (1.30 Hours)
Session	2 - Monday to Friday	6:00 pm-7:30 pm (1.30 Hours)

4. Students arriving 10 minutes late will **NOT** be allowed to attend their class, unless admin is informed in advance.
5. In the event of students being absent from Madrassa or requesting permission for leave, parents are requested to provide a letter to support the reason for absence.
6. In the event of frequent lateness or absences, parents will be requested to meet with Head Teacher; continuous absence without prior notice may lead to permanent exclusion or dismissal.
7. Students are required to display a high level of obedience, good conduct and good behaviour at all times. Any misconduct, bad behaviour may lead to permanent exclusion.
8. Disobedient and disruptive students will be dealt with according to Madrassa Discipline Policy and disciplinary notification will be served to the parents.
9. In the event of the Madrassa receiving repeated complaints about troublesome students, Madrassa will have no alternative but to expel the student from the Madrassa.
10. In the event of any damages made to property of the Madrassa, etc. The concerned parent/ guardian will be called in, to compensate for damages/ losses, etc.
11. If you wish to discuss any matters with the teacher, please request the admin to arrange a meeting with the teacher at convenient time. During class time no meeting will be allowed.
12. Please do not bring your child too early to the Madrassa as we will take no responsibility for children arriving more than 15 minutes before the Madrassa starts.
13. We will take no responsibility 15 minutes after the class has finished; repeated negligence of being late to receive your child would lead to exclusion of child from Madrassa.

Disciplinary Measures for Students

Below disciplinary measures are to be implemented by Head Teacher or Teachers.

Strict Rules will Apply- Zero tolerance. No students will be allowed to disrupt the learning of others.

All offences below are at the discretion of the teacher. In most cases the teacher will request the child to stop whatever he/she is doing, then if the child continues they will be asked to stand up and on the third time he/she will be sent to the head.

	Example of Offence	Consequences
Stage 1	<ul style="list-style-type: none"> • Twice Late in one week • Incorrect Uniform • Forgot Equipment • Constantly talking over the teacher • Not adhering to seating plan • Constantly Disturbing others • Constant Talking During Class • Writing on benches • Using Mobile phones • No Homework 	<ol style="list-style-type: none"> 1. Detention 1 hour 2. Head teacher Informed <p>Detention for 1st session: 6.00pm – 7.00 pm</p> <p>Detention for 2nd session: 5.00pm – 6.00 pm</p> <p>At the teachers discretion a 15 minutes on the spot detention will be implemented at the end of Madrassa session.</p>
Report*	Teachers discretion	If your child continues to misbehave the teacher will place him/her on report for duration of 2 weeks.
Stage 2	<ul style="list-style-type: none"> • Lying • Constant attitude • Hair cut** • Absent for more than 5 times in a month and without a note • Late more than 7 times in Month • Not showing interest in learning 	<p>Suspension 1 week</p> <ol style="list-style-type: none"> 1. Head Teacher Informed 2. Meeting with parents
Stage 3	<ul style="list-style-type: none"> • Abusive Language • Bullying • Physical Damage • Physical/Verbal Aggression to Peers & Teachers • Parents approaching teachers in bad Manner 	<p>Suspended</p> <ol style="list-style-type: none"> 1. Head Teacher informed 2. Meeting with Parents for Exclusion of Student.

- ****Eyebrow, patterns in hair, Mohicans, V-cut blade, lines.**
 - If stage 1 is breached twice in a month automatic referral to stage2.
 - If stage 2 is breached 2 times in 3 months automatic referral to stage 3.
 - Without prior notice the child does not attend detention he/she will be issued another detention, if they fail to turn up again stage 2 will be implemented.
 - If a child does not return after being sup
 - *REPORT – If child does not make any improvement in his/her behaviour after 2 weeks being on report Stage 2/3 will be implemented.
14. From time to time, parents will receive letters pertaining to their child in the Madrassa. These will be sent home with your children. Some of these letters will require the parents to sign and return to their teacher as acknowledgement of receipt.
 15. Students should bring their own Quran/ Qaida, Namaaz & Dua book, exercise book, pencil, bag and any other material the Madrassa originally provided. Madrassa will not be responsible to provide them with equipment after he/she has been enrolled, please remember your child will miss their class if they attend without their equipment.
 16. Please note eating or drinking is not allowed during the class; any child eating/drinking will be excluded for the day, regular eating/drinking may lead to permanent exclusion. Please check your child bag before he/she leaves the home for Madrassa.
 17. No mobile phones or any other handheld electrical device, toys or any games are allowed in the Madrassa, should any child be found with these items, they will be confiscated. Parents will need to arrange a time with admin to collect the item.
 18. Students will not be allowed to leave early for any reason i.e. in order to attend extracurricular clubs and activities. They need to attend the full 1.30 hours of the Madrassa unless prior arranged.
 19. No verbal or physical abuse will be tolerated from parents or students towards teachers, staff or other students. In the event of such an incident, the child concerned will be expelled immediately.
 20. If you have any complaints, please put it forward in writing, we will not entertain any verbal complaints; any anonymous complaints will also not be entertained. If you have any suggestions to improve our Madrassa, please contact our admin team.
 21. 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 Head Teacher.
 22. If the child is absent for 10 consecutive days without prior notice or the parent has not called in during Madrassa time then the child will automatically be excluded from the Madrassa and all deposits or fees will be forfeited.
 23. The head teacher can exclude a child at his discretion without giving any notice or reason. (Parents can appeal against a judgement. Please state your case with reasons and a committee member will contact you within 14 madrassa days.)
 24. Parents & Guardians should attend the Madrassa when called by the Head Teacher or Education Committee.
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