

RULES AND REGULATIONS

Please read carefully the Maktab/Madrasah rules and regulations thereafter sign and return the application form.

These rules have been drawn up and agreed by the Management of The Ilford Muslim Society. The purpose of the rules is to ensure that a positive learning atmosphere exist at all times so each member of the Maktab/Madrasah is truly valued and able to develop fully their gifts and quality. These rules are not negotiable and the Maktab/Madrasah will uphold these rules. The most beneficial and pleasant learning environment is one where there is mutual respect. This is achieved through good manners and courtesy. We hope that Parents and Staff will work together to ensure that every Student understands these rules and why they are necessary. Parents should not give instructions to their Child which goes against these rules.

Time of Maktab/Madrasah

- Maktab/Madrasah hours are Monday to Friday 4:45 pm – 6:45 pm
- Parents are requested to bring their children at least five minutes before Maktab/Madrasah starts.
- Parents are requested to ensure the child is relieved from all necessities (toilet and Wudhu) before coming to Maktab/Madrasah
- It is the responsibility of Parents/Guardians to bring and collect the child from Maktab/Madrasah on time. Management or members of Staff are not responsible for any child outside the Maktab/Madrasah premises.
- Parents are requested to avoid bringing cars to Maktab/Madrasah in order to reduce traffic congestion and accidents.
- Parents who drop off and collect their children by car should adhere to safe parking practices and ensure that the entrance and exit to Maktab/Madrasah are not obscured in any way.

Fees

- Fees must be paid on the first Friday of each month. Fees may be paid quarterly /half-yearly or annually. Parent / Guardians who do not pay the fees for at least two months and over face the risk of the child being removed from Maktab/Madrasah. Upon acceptance of your child, the first 3 Months Fees will be payable in advance.

Dress Code

- Students must be dressed appropriately, for boys, it is white jubbah and white topee and the bottoms (white) should be worn just above the ankles. For girls, it is white jubbah (must be ankle length) with a white burkah/scarf.
- Students will not be allowed into the Maktab/Madrasah with a trendy outfit or haircut e.g. wedge, short shave back and sides, Mohican etc.
- Failure to comply may mean that the Parents are asked to collect their children and may not be given access to the Maktab/Madrasah

Attendance

- Any late or absent Student will be required to bring a note signed by the Parent / Guardian.
- Students will not be permitted to leave Maktab/Madrasah early unless the Parents have notified the Office in advance.
- Parents/Guardians are requested not to arrange family holidays during term time. Where this is unavoidable, request for leave of absence must be made in writing to the office well in advance of the date (this absence will be marked in the attendance register as absent).
- Continued absence and lateness without a genuine reason is unacceptable and may result in the Student being removed from Maktab/Madrasah.
- Students with less than 85% attendance in the year may result in losing their place.
- At present due to the number of applications who are waiting for a place at Maktab/Madrasah any Student who is absent for more than 3 weeks without informing the Office shall be deemed to have left and will lose their place. Re-instatement to the Maktab/Madrasah will be subject to the place being available.

Conduct

- Under no circumstances must a Parent / Guardian enter a classroom during Maktab/Madrasah times.
- It is the Parents responsibility to ensure that the Child learn their sabak before coming to the Maktab/Madrasah.
- Parents should accept responsibility for their Child's discipline and the standard of behaviour at the Maktab/Madrasah and whilst travelling to and from Maktab/Madrasah. Unacceptable behaviour by Students will not be tolerated at any time and will be disciplined and may result in dismissal.
- Abusive language by Students and Parents to Teachers or any Staff members will not be tolerated. If this is proven, it will be reported to the Management Committee who will take the necessary action. This could lead to the child being expelled.
- Mobile phones, MP3 players or any other type of objects which distracts the Students from their studies are not allowed in Maktab/Madrasah and will be confiscated. Confiscated items can be collected by the Parents from the Office.
- Other than bottled water, No food or drink items are permitted inside the Maktab/Madrasah.
- Students and Parents are requested to use the Maktab/Madrasah / Masjid facilities appropriately. Parents will be held responsible for any damage caused by the Student to the Mosque property.

Complaints

- Parents should not approach the Childs Teacher with any complaints or issues. In the event of a complaint, the Parent must, in the first instance put the complaint in writing to the Management and hand it to the Office.

Parents who wish to contact the Office are requested to use the entrance situated in Balfour Road and not the entrance to the Masjid, Monday to Friday 5:00pm to 6:45 pm.

MAKTAB/MADRESSAH APPLICATION FORM

| | | | |
|--|------------------------------|-------------------------------|------|
| Student - Surname: | | | |
| Student - First Name(s): | | | |
| Please tick: | <input type="checkbox"/> Boy | <input type="checkbox"/> Girl | |
| Date of Birth: | Day | Month | Year |
| Childs Previous Maktab/Madressah Address (if applicable) | | | |

Please attach to this application form the following documents (originals) which will be checked and copied and returned by the Management:

- 1. Childs Birth Certificate
- 2. Current Council Tax Bill
- 3. Recent Utility Bill

® **Due to limited space in the Maktab/Madressah we only accept children from the surrounding area. There may be exceptions to this and each case will be considered on its own merit. Minimum age at admittance: Girls: 4 ½ years Boys: 5 years.**

® **For Maktab/Madressah Fee and Administration charge – contact Office**

® **The Principle will decide the allocation of class according to the child’s ability, progress and willingness to learn. This decision will be final.**

I declare that I have read and understood the Rules and Regulations. I agree to follow all the rules and any further rules that the Maktab/Madressah may add or change

Parent’s Signature: Date:

FOR OFFICE USE ONLY

| Admission Fee Amount Paid | Receipt No | Date | Student I.D. | |
|---------------------------|------------|------|-----------------|--|
| | | | Admission Date: | |
| | | | Class: | |

Form Checked By:

MAKTAB/MADRESSAH APPLICATION FORM CONT...

| | | |
|---|--|-------------------------------------|
| Address: | | |
| Post Code: | | |
| Father's Name: | | |
| Father's Mobile No: | | E-mail: |
| Mother's Name | | |
| Mother's Mobile No: | | E-mail: |
| Home Telephone Number: | | |
| Does the Student have a brother / sister already studying at this Maktab/Madrasah? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, please provide FULL NAME(s) |
| | | 1. |
| | | 2. |
| | | 3. |
| Emergency Contact Name (1): | | |
| Relationship to Student: | | |
| Emergency Contact Tel No (1): | | |
| Emergency Contact Name (2): | | |
| Relationship to Student: | | |
| Emergency Contact Tel No (2): | | |
| Please state if Student has any Health Problems: e.g. Asthma, Epilepsy (Fits), Learning difficulties etc | | |
| Please make any remarks regarding the child | | |
| If Guardian: Full Name: | | |
| Address: | | |