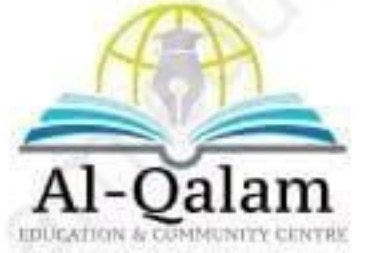


# TERMS AND CONDITIONS



## 1. Uniform

All students are expected to conform to Madrasah Policy in relation to their dress code and appearance.

Boys must wear white a white jubba/kurta/kameez (upper garment extending below knees), and matching izar (trouser) exposing ankles, and a white topi (hat). An illustration of Madrasah uniform is provided in the student planners. Girls must wear jubba/abaya (upper garment extending below ankles) & all hair must be covered. Jeans must not be worn. Any students not wearing uniform consistently may be sent home. It is important that the uniform is kept clean, nails should be kept short and no nail varnish or make-up should be applied. Clothes hair and appearance should be in accordance to the Sunnah. Males must maintain neat hair which is equal in size. Male students are also required to keep and maintain a beard upto one fist length. Student must not bring unnecessary items into the Madrasah and must look after their belongings whilst on the premises. Madrasah shall not accept responsibility for any damages/loss to any student's belongings. Whilst there are no restrictions in bringing mobile phones to Madrasah, the use of mobile phones during Madrasah hours is strictly forbidden. Any student found using a mobile during Madrasah will have their phones confiscated and will only be released when a parent collects from the main office

## 2. Punctuality

All absences must be explained by a note signed by the parent/guardian in the student diary. All students must be punctual within their allocated Madrasah times which will be set up on admission. Absence of more than 7 days without valid notification may automatically terminate the students place from the Madrasah. Late arrival or early departure is not permitted unless in exceptional circumstances, for which a signed note is required in the student diary. Students must be collected on time. Madrasah will not be held responsible for any incidents on the way to or leaving the Madrasah. Wudhu must be made from home and washroom breaks kept to a minimum.

## 3. Holidays

All leaves must be authorized. For a single or two days leave a "Day Leave Request Form" will need to be completed. Any student requiring an extended leave of 3 days or more will be required to complete a "Request for Leave Form" BEFORE making any bookings arrangements. Once completed and submitted, the request will either be granted or rejected based on the student's welfare at Madrasah. Under no circumstances should any student or parent/guardian make arrangements prior to the acceptance of the form. Any absence for more than 7 days or absence without a request or after the request is rejected may result in automatic termination of the student's place in Madrasah. For further details please read the signed Madrasah holiday policy agreement.

## 4. Conduct

To show any form of disrespect to the teachers or staff members of the Madrasah will be judged as inexcusable and any students found guilty of such behaviour will be considered for dismissals. Similarly, bullying is contrary to the Teachings of Islam and an abhorrent act. Students who are involved in bullying will be considered for dismissal. Disclosure of all previous incidents relating to character and conduct is required. Any student whose continued presence at the Madrasah is deemed to be harmful to the Madrasah and other students, shall be excluded, and in any case, the decision of the Madrasah will be final. Students will be dismissed for continued misbehaviour, bad

conduct and consistent mischief. Respect must be shown to tutors and fellow students at all times. The use of foul language and bullying of other students will not be tolerated.

#### 5. Drop Off - Pick Up

All students must be dropped off and picked up from inside the madressa. in no circumstances children could be left alone in any part of the street.

#### 6. Fees - £15 Admission fees & £15 per month there after.

Madrasah is not an organisation which seeks to profit financially from propagating the teachings of Islam. Fees are set at rates which cover the basic running costs of Madrasah. Furthermore, since our aim is to provide the best possible quality of teaching to our students, we try to restrict student-tutor ratios, often resulting in a shortfall. Therefore fees must be paid on time, and we welcome donations. Fees are collected monthly via a bank standing order mandate. Consistent late or non-payment of fees is detrimental to the Madrasah and will result in termination of our obligation to provide a position for the student. The fee for each student is paid towards reserving the students place and not for teaching or attendance. Ultimately we expect the fees to be paid every month without fail. However, we recognise that household expenses fluctuate and if for any reason any parent is unable to pay the fees in a particular month please contact the Madrasah management to discuss. Any conversations will be treated with the strictest confidence.

#### 7. Health & Wellbeing

Parents/Guardians must notify the Madrasah prior to admission regarding any allergies, health concerns, health problems and special needs of their child.

#### 8. Dispute

In the event of any disputes, the Madrasah Management will consult all parties and decide. The decision of the Institute shall be binding and final.

Any false information or information left undisclosed will be subject to immediate dismissal. The Madrasah Management reserves the right to terminate any student's admission when it is deemed necessary. Anyone whose admission is terminated has no legal remedy against the Madrasah. All students and parents shall be expected to conform to all the rules and regulations and no exception shall be made for anyone.

**BY COMPLETING THIS FORM, I CERTIFY THAT I HAVE READ, FULLY UNDERSTOOD AND AGREE TO THE MADRASAH RULES. THE MADRASAH RESERVES THE RIGHT TO REVISE RULES AT ANY TIME WITHOUT PRIOR NOTIFICATION. I UNDERSTAND THAT SUBMISSION OF THIS FORM IS A COMMITMENT TO CONFORM TO ALL RULES AND POLICIES GOVERNING STAFF AND STUDENTS PROCEDURES AND CONDUCT.**

SIGNATURE OF STUDENT (IF OVER 13)		DATE	
SIGNATURE OF PARENT/GAURDIAN		DATE	
PRINT NAME		DATE	