

Idara Taleem-ul-Islam is an Islamic Institute aimed at educating our younger generation with the basic tenets of Islam as well as to inculcate in them the true Islamic spirit, ethos, behaviour and character. In order to accomplish this vision we need the support of the parent/guardian. Thus, all parents/guardians are hereby requested to peruse through the following **rules and regulations** which are to be observed at all times.

i. Madrasah Hours

Madrasah hours daily (MONDAY – FRIDAY) from 17:00 to 19:00

ii. Fees

£15 per month.

This amount is applicable for **every** calendar month *including* the months in which holidays are granted.

iii. Premises

During Madrasah hours no pupil may leave the premises without the permission of the Form teacher.

iv. Absence

Every effort should be made that pupils miss as little time during Madrasah hours as possible as this can cause major disruption to the pupil's academic progress.

In the case of medical and dental appointments that cannot be arranged out of Madrasah hours, a letter should be brought and given to the form teacher.

Late attendance as well as all other absences **must** be supported with a letter of explanation.

Only letters written by **parents or guardians** will be accepted.

It would be the responsibility of Parents/Guardians to help pupils catch up with any work missed due to absenteeism.

The Madrasah grants 3 major holidays. All these fall within school holidays. Therefore you are urged to book your holidays within these holidays to minimise absences.

Absences of more than 15 days per term terminate the Madrasah admission, and would result in re-admission fees being incurred by the Parent/carer.

The maximum leave period that is allowed is one month. Any leave exceeding this period will be reviewed followed by suspension, expulsion and/or re-admission.

v. Homework

Pupils must complete all homework diligently. A minimum of 40 minutes should be dedicated to all Madrasah-related work.

Lessons must be learnt studiously.

vi. Uniform and Appearance

BOYS : hat (TOPEE) ; Jubbah or Shalwaar Qamees above the ankles.

GIRLS : Burka' and Qamees below the knees with long sleeves.

All appearance e.g. haircut etc must be in accordance with Islamic directives.

vii. Property

Pupils will be held responsible for any damage or misplacing of the Masjid & Madrasah property. Any Pupil found writing on or damaging the Masjid walls, desks, property etc. Will be liable for the cost of repair and remedial work.

viii. Behaviour

Whilst in Idara the highest standard of behaviour is expected. Respect is paramount, and thus, Respect MUST be accorded to all teachers. Any form of disrespect shown by pupils or parents/guardians towards teachers or staff of Idara will not be tolerated and would result in an immediate dismissal. In addition respect towards fellow pupils, elders, text books, Qaaidahs, Quraans, Kitaabs and all learning aids is equally important and needs to be maintained. Anti-social behaviour is unacceptable. The usage of foul and vulgar language is an inexcusable offence.

Eating of sweets, crisps or chewing gum is not allowed during class.

ix. General

A high standard of character is to be demonstrated on and off Masjid premises.

All Islamic laws are to be adhered to in relation to all aspects of life, particularly prayers, appearance, social affairs etc.

Items such as Mobile phones, ipods, personal stereos, handheld or computer games etc. are not allowed unless due to a necessity consent is given in which instance it should be handed over to the form teacher at the beginning of Madrasah Hours.

Nothing undesirable or dangerous maybe brought on to the Madrasah premises e.g. fireworks, knives, aerosols, matches, illegal substances.

Should any of the above be found, it would be immediately confiscated.

The *CHILD PROTECTION POLICY* ensuring the safety and welfare of our pupils is implemented at all times during Madrasah hours.

Idara Taleem-ul-Islam does not advocate nor administer corporal punishment, however, any pupil who does not abide by the **rules & regulations**, misbehaves, disturbs or hinders fellow pupils or disobeys shall face expulsion.

Idara Taleem-ul-Islam reserves the right to expel any pupil it sees necessary, and anyone expelled will have no legal recourse against Idara Taleem-ul-Islam.

From time to time the rules are reviewed and if necessary amended by the administration, which will be communicated to the Parent/guardian.

Important notes for all Parents/Guardians

No parent is allowed to enter a classroom without a prior appointment with the teacher.

No parent is to confront a teacher in the classroom with any complaint. Please discuss any complaints with the administration or Trustees.

Parents should wait for their children **outside** the Madrasah building and not enter the classroom.

Fees should be paid on time at the beginning of every calendar month.

Parents are to meet the expenses of all study material e.g. text books, writing books, project and assignment material, stationery etc.