



GUIDELINES

Our Objectives

The aim of our madrassa is to serve the local Muslim community and provide our children with knowledge of our religion based solely on the Quran and the Sunnah.

Our aim is to educate and prepare the younger generation of this Ummah through knowledge, wisdom, good morals and manners.

We also aim to ensure that every student develops his/her Islamic character and becomes a positive role model in society. In order to aspire to this, we foster a spirit of personnel development through the teachings of our Prophet Mohammed (SAW).

Our request to the parents – please invests in your child. They are precious!

Head Teacher.

Duration

Lessons will take place on the weekends (Saturday and Sunday) for duration of 3 hours per day.

The class time is 10.00 till 13:15

Payments:

Registration fee per Child: £35

Monthly fees per child: £30

£15 discount for more 2 siblings

Fees are payable 1st of each month. Payments should also be made during the holidays.

Islamic text book £10.00

Juzz Amma £2.00

Dua book £2.00

Qaida £1.00

Madrassah Planner is free but if damage or lost student must pay £ 2.00

Our teachers

Our teachers are from various countries and backgrounds. They all have good Islamic knowledge.

Many of them have prior teaching experience in another Islamic Madrassah. They have good people skills,

Our Classes

For children over 7 years, we have separate classes for both boys and girls. Our Qaida classes (under 7) are mixed.

Our Curriculum

The Madrassa will follow a systematic, comprehensive curriculum; The objective of the curriculum is to provide a broad understanding of all aspects of Islam as envisaged in Our Objectives. The teachers, students and parents will know the curriculum – thus, everybody will know what is being taught and what to expect from students at each grade and collectively, from the entire program. The teachers will carefully follow the curriculum.



IN-MADRASSA STUDENT CODE OF CONDUCT

Dress Code

A. Girls

1. All girls will be required to wear black long Abaya and white long Hijab (uniform selected by the Madrassa) which will cover their hair and shoulders as stated in Islamic principal.
2. Make up, chains, Bungles, rings, nail polish, visible henna, etc and any visible ornaments are strictly not permitted in the Madrassa
3. Wearing high heel shoes is not allowed in the Madrassa. It is highly recommended to wear decent shoes and which will protect you from cold conditions.

B. Boys

1. All boys will be required to wear clean white qamees (Islamic garment) and a white hat.
2. Printed Jackets, Baseballs caps and woody hat are not to be worn inside the Madrasah.
3. Flip Flops are strictly not allowed at madrassa.

NOTE: Students not in uniform will immediately be sent home.

C. Cleanliness

In the interest of cleanliness, general inspection will be carried out in the madrassa every week and this will include checking finger and toe nails if have been cut, hair (for boys only) if have been washed or/and trimmed and socks if clean. (Smelly socks are not allowed in the class)

Attendance and Lateness

Parents are advised to drop off their children at least 15 minutes before Madrassa starts. All students are responsible for having and maintaining their own classroom material.

The Assembly is 09.45. Lateness at the time of arrival and leaving the Madrassa should be avoided by all parents.

Students are not allowed to leave the Madrassa without a parent or guardian notifying the teacher in the first instance.

Please be advised that absence or lateness may affect your child progress:

Note That: Your child will be put on detention for 1 hour if coming late without a reason given by parent and will be subsequently sent home when repeat for the second time.

Taking Holiday during Madrassa term

If Student wish to travel during Madrasa term, parents must notify the madrassa in advance. Note that students still have to pay the monthly fees. If student is absent for more than a month, they will lose the place and should not return to madrassa unless re-entry fee is paid.

Abuse of Madrasa Property

All students must refrain from making any type of damage or abuse to the Madrassa property. If a student is found to have caused damage to the Madrassa property in any manner, the parents will be liable to remedy the damage in a manner decided by the Madrassa or authorities. Furthermore, your child may be subject to suspension or exclusion from the Madrasa as determined by the Madrassa's Management.



Mobile Use

We do not deny mobile phones is part of today's daily life and we will not prohibit any student from carrying mobiles phones at Madrassa. However, it is mandatory that students will turn the mobiles phones off in the Madrassa at all time.

Please not that: If student found using mobile phone during Madrassa time, they will be banned to bring it to class and will have to be collected by the parent.

Home work

Each child is given a madrassa planner to record their weekly progress and home work. The planners also contain a salah time table and other benefits to help your child. Parents are required to read and sign the planner each week and inform us that their child has done their home work

Disciplinary Policy

Aims & Expectations

It is the aim of Al Salaam that every member of the madrassa community feels valued and respected, both parents and children, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. Al Salaam behaviour policy is designed to support the way in which all members of the madrassa work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

The madrassa expects every member of the madrassa community to behave in a considerate way towards each other. Fighting, arguing, swearing, bullying, aggressive behaviour, abusive language, impudent behaviour, backbiting, causing dissention or teasing and picking on will not be tolerated towards teachers, staff nor students. We also expect students to treat the premises and equipment with due care and concern which includes placing rubbish in its appropriate place and shoes to be placed on the racks provided.

Parents are requested to show an active interest in the Islamic and spiritual development of their children. We emphasize that the education and spiritual development of the child is a joint effort between the madrassa and the parents.

Any parent/guardian may arrange a meeting with the teacher or a member of the Madrassa management by appointment by contacting us by phone or through email.

We encourage parents to regularly review their child's progress and discuss with us any issues in an open manner.

Additional Information

If you have any queries, or concerns, please do not hesitate to contact us. You can contact us by phone, e-mail or visiting us at our premises.

madrassah@riversidemuslimassociation.com



Madrassatu Al Salaam Student enrolment Form

PARTICULARS OF APPLICANT (STUDENT):

FIRST NAME: _____ SURNAME: _____

BIRTH (DD/MM/YYYY): ____ / ____ / ____ PLACE OF BIRTH: _____

GENDER: FEMALE MALE (Tick as appropriate)

STUDENT KNOWLEDGE: NONE BEGINNER QAEDA JUZ

PARTICULARS OF PARENT/GUARDIAN:

FATHER'S/GUARDIAN DETAILS

MOTHER'S/GUARDIAN DETAILS

SURNAME: _____

SURNAME: _____

FIRST NAME: _____

FIRST NAME: _____

ADDRESS: _____

ADDRESS: _____

POST CODE _____

POST CODE _____

TELEPHONE: _____

TELEPHONE: _____

E-MAIL: _____ E-MAIL: _____

SCHOOL ATTENDED: _____

EMERGENCY CONTACT INFORMATION (IF DIFFERENT FROM ABOVE):

NAME: _____ RELATION TO STUDENT: _____

PHONE (H): _____ PHONE (M): _____ PHONE (W): _____

HEALTH:

Does the applicant suffer from any health problems or allergies the teacher should be aware of? (Y/N)
– If yes, then please describe:

☛ The information you have supplied or will subsequently supply be retained by the Madrassah and will be used for communication, processing, enquiries, statistical and audit purposes. Information may also be used for appropriate services and events that may be organised by, or in conjunction with, by the Madrassah. By supplying such information, you consent to the storing in accordance with the provision of the data protection Act 1998.

SIGNATURE OF PARENT/GUARDIAN: _____ DATED: _____

For Official Use only: Date received: ____ / ____ / ____
Accepted Which Class: _____ Starting Date: ____ / ____ / ____
Rejected Reason Why: _____
Waiting List If on waiting list, what position: _____
Informed Parent of Decision _____ How: Verbal/Letter/Phone/E-mail



MADRASSATU AL-SALAAM PARENT/GUARDIAN AGREEMENT FORM

This Madrassa Parent/Guardian Agreement is set in the context of the Ethos Policy of Al Salaam Madrassa.

1) **As the Parent / Guardian of _____, I will**

- See that my child goes to Madrassa when required and inform the Madrassa immediately of non-attendance.
- Be responsible for bringing and collecting my child from the Madrassah on time _____ (Days and times of Madrassa).
- Let the Madrassa know about any concerns or problems that might affect my child's work or behaviour.
- Ensure that my child goes to Madrassa wearing appropriate clothes with Islamic ethos in mind and with appropriate equipment.
- Support the Madrassah's policies and guidelines for behaviour.
- Support my child in homework and other opportunities for home learning.
- Attend parents' evenings and discussions about my child's progress.

2) We, the Madrassa, will

- Provide a balanced Islamic curriculum and meet the individual needs of your child.
- Contact you if there is a problem with attendance, punctuality, equipment or uniform.
- Let you know about any concerns or problems that affect your child's work or behaviour.
- Set, mark and monitor work and inform you of any concerns.
- Arrange evenings during which progress will be discussed.
- Send home an annual written report.
- Keep you informed about Madrassa activities through regular letters home, newsheets and notices about special events.

Signed: _____ (Parent/Guardian)

_____ (Please Print Name)

_____ (Name of Child)

Signed: _____ (Date) _____

Madrassah Headteacher: _____