Section 4: Rules and Regulations

1.    All applicants will be admitted on a month trial bases.

2.     Students applying to Hifz Class must be at least 10 years of age

3.    All students will have to comply with Islamic teachings.

4.     **UNIFORM:** Students must observe Islamic dress code and must be neat and tidy at all times.

**Boys** preferably White Jubba/Kurta should be of sufficient length; below the knees and above the ankles and trousers also.

**Girls** must wear plain black Burqah and plain black Jubbah over their normal clothing (worn below the ankles and should not be thin or transparent, should be of sufficient length). All the hair must be covered.

**Boys** who have haircuts must ensure that the length of the hair must be equal all over the head. Boys must not trim or shave their beards.

**Any child who does not comply will be sent home until the hair is rectified.**

It is advised that at least two pairs of uniform be kept.

It is important that the uniform is kept clean, nails should be kept short and no nail varnish or make-up should be used.

Any jewellery with the exception of a wristwatch must not be worn.

Clothes and appearance should be according to the Sunnah.

5.    Parents must ensure that the child is aware and capable of personnel hygiene, i.e. istinja and come with wudhu.

6.    Students will be expected to respect the time of Madrasah, attend on time and leave only after the time has expired. The Madrasah emphasises punctuality and regular attendance.

7.**ATTENDANCE + PUNCTUALITY:**

Pupils are expected to attend Madrasah every day unless they have a valid reason i.e. illness, appointment etc. in which case the Madrasah must be informed by a message or a phone call from the parents/guardian explaining the absence. All cases where the Madrasah is not informed of the reason of absence will be marked as un-authorised absences.

All students have to keep attendance up to standard. This is extremely important for the progress of the student.

All students must be collected by a parent/guardian and must provide a note if leaving early.

Any student that is absent must provide an explanation. Persistent absence will not be tolerated and will result in disciplinary action.

Parents will be contacted regarding persistent lateness and absences.

8.     Parents are expected to schedule weekends and holidays in such a manner that students do not miss class.

9.    In order to reinforce subject work taught at Madrasah, homework will be given.

The parent must see that the student has prepared his/her lesson prior to coming to the Madrasah. It is recommended for students in Hifz class that they spend at least half an hour at night and one hour in the morning.

10.    Parents/guardian should play a key role in the nurturing of their child with the correct Islamic values.

11.    All decisions are taken by the principal (his decision is final). The use of foul language and bullying other students will not be tolerated.

12. Students must not graffiti on Madrasah property. If a child keeps coming late, misbehaves or doesn't learn their sabaq parent's will be called in.

13. To insult the staff of Madrasah will be judged as inexcusable and any student found guilty of such behaviour will be liable for dismissal.

Where there are difficulties in behaviour the pupil will be reprimanded appropriately. However, if the behaviour is persistent or if it is of a serious nature the principal may contact the parents/guardian to discuss the matter and the student may be suspended.

A suspended student will only be taken back on the condition that he/she does not break any Madrasah rules, if the behaviour persists the student, unfortunately, may have to be expelled with no reference.

Madrasah reserves the right to expel any student when it seems necessary.

Any child expelled from Madrasah will have no legal remedy against the Madrasah.

14.    In case of complaint or any matter one should consult the Head Teacher either verbally or by writing.

15.    In case of change of address or phone number, one should immediately notify HCO.

16. Any queries/ complaints regarding Madrasah must be made in person to the Principal of the Madrasah.

The Madrasah committee have the right to change or add rules and regulations as they see appropriate from time to time. Rules and regulations will be accepted according to the latest version. Parents will be notified of such changes.

The conditions regarding Madrasah rules may be altered if and when required in order for the Madrasah to fulfil its aim in providing high standard Islamic education for its students in a safe and friendly environment.

DECLARATION

1. The information I have given on this form is true and accurate to the best of my knowledge.
2. I understand that my application will be disqualified if I have knowingly given false information.
3. I have read or had explained to me and understand all the rules and regulations on the form.
4. I have read and accept to follow all the rules and regulations of Madrasah Hamidiya.
5. All these and any future regulations will have to be adhered to fully.
6. I agree NOT to approach or intimidate any member of staff directly.
7. I agree to pay fees by direct debit or standing order.
8. If any of the above rules are broken I understand my child will lose his/her place.
9. Note: All policies are available to view from the Madrasah office upon request