



*Madrasah Hamidiya*  
*Learn Practise and Propagate Deen*

11 Abbotsford Road,  
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**Before submitting the Madrasah application form, parents/carers are requested to read through the Madrasah rules and regulations below. By completing and submitting the application form you declare that you have fully read, understood, and agree to abide by all the Madrasah rules and regulations.**

### General Rules & Code of Conduct

- 1) All students must adopt the Islamic way in all aspects of their daily life.
- 2) All students are expected to conduct themselves in a manner that represents the Madrasah positively.
- 3) Parents/carers and students must always bear in mind the respect of the staff and premises. Any disrespect/abuse of staff will be taken seriously and will be dealt with accordingly.
- 4) Parents/carers and students must fully cooperate with the staff and the Madrasah in all matters relating to the Madrasah.
- 5) Parents/carers will be required to make themselves available for parent/carers' evenings and any other meetings that the teacher or headteacher requests.
- 6) Bullying in any form will not be tolerated. Any student found to be in breach of the Madrasah Antibullying & Harassment policy will be reprimanded, suspended, or excluded, depending on the severity of the matter.
- 7) Parents/carers are not permitted to enter any classroom during Madrasah hours and the teacher must not be approached under any circumstances.
- 8) Intimidation of the class teacher by any parent/carer or student will not be tolerated.
- 9) To ensure we have up-to-date information, you must inform the Madrasah of any changes to contact details including address or phone number. The Madrasah cannot be held responsible for any occurrences where we have been unable to reach a parent/carer due to incorrect contact information.
- 10) All forms of electronic devices including mobile phones and smartwatches are not allowed in the Madrasah at any time.
- 11) Parents/carers and students must abide by all current Madrasah rules and regulations and any new Madrasah rules and regulations that come into effect from time to time. The Madrasah reserves the right to alter or amend the rules and regulations as required.
- 12) Parents must inform the Madrasah if their child develops a medical condition or is diagnosed with a special educational need.

### Applications

- 1) All applicants will be admitted on a month trial basis.
- 2) Applications will only be accepted via the official Madrasah Hamidiya online application form. No verbal or telephone applications will be accepted.
- 3) Completed applications must be submitted online.

- 4) All applicants whether successful or unsuccessful will be notified by the Madrasah Admissions Team in writing or by email.
- 5) Completion of an application form does not guarantee admission to the Madrasah.
- 6) Any declaration of false information on an application form or incomplete application forms will be rejected. The Madrasah may not contact parents/carers if an application form has been rejected due to being incomplete.
- 7) The Madrasah Admissions Team reserves the right to refuse or reject applications and is not under any obligation to explain the outcome of any applications.
- 8) We try to offer places to as many applicants as possible. However, in some instances, this is not viable. Where applications exceed the number of places available, priority will be given to those children whose permanent place of residence is within the surrounding area of the Madrasah, and to those children who have a sibling attending the Madrasah at the time of the application.
- 9) Once the number of places offered has reached maximum capacity, no further applications will be accepted; regardless of the circumstances of the applicant.

### Age Criteria

- 1) Applicants born **on or before 31st August 2019** will be considered for admission.
- 2) Admission to Jamaat 1 is restricted to those children who are in reception at school or will be commencing reception at school from September 2023. However, preference will be given to those applicants born between **1st September 2018 and 31st August 2019**.
- 3) To verify the age of the applicant, the Madrasah will require the applicant to provide one form of ID. This could be an original long birth certificate or a passport, together with a proof of address(s) or a letter from the applicant's school confirming the child's age. Failure to provide a valid form of ID may result in the application being rejected.

### Hygiene

- 1) All students admitted to the Madrasah must be toilet-trained and must understand basic hygiene themselves. It is reasonable to expect that this process will have begun by the time the application is made.
- 2) In the interests of Health & Safety, it is unreasonable for staff to be expected to change a child who soils/vomits.
- 3) The Madrasah does not have staffing levels to accommodate teachers regularly leaving the class to attend to an individual's hygiene, and teachers cannot abandon their classes to attend to a child who requires this kind of assistance.
- 4) In the event of any soiling incident, the parent/carer will be contacted to collect their child from the Madrasah and will be expected to return the child to the Madrasah after the matter has been dealt with.
- 5) Occurrences of hygiene issues whilst the child is in our care will be dealt with in accordance with our policies and as agreed by parents/carers.
- 6) If the Madrasah feels there is an ongoing issue with a child's hygiene, the Madrasah will speak to the parent/carer to discuss the matter. This could sometimes involve suspension of the child's Madrasah place until the issue has been resolved.

## Fees

The current yearly fees (2023) are as follows:

Year 1 – 10 – £450

Reception – £350

Payments can be made as one lump sum at the start of the academic year or in ten monthly instalments.

The fees do not include the cost of textbooks, stationery etc.

- 1) All Madrasah fees are to be paid in advance and by standing order OR direct debit into the Madrasah bank account.

The Madrasah account details are as follows:

HAMIDIYA COMMUNITY ORGANISATION

LLOYDS BANK

SORT CODE: 30-99-15

ACCOUNT NUMBER:28056768

- 5) The Madrasah reserves the right to alter the fees when deemed necessary. In the event of any changes in fees, advance notice will be given.
- 6) Fees will be due for periods when the student is on holiday (authorised or unauthorised) and during Madrasah holidays.
- 7) Kitaabs and stationery are available to purchase from the Madrasah office.

## Entrance Test

- 1) Subject to places being available, any applicant not starting from Jamaat 1 will be required to have an entrance test. This will help determine if the child is suitable for admission or not. The Madrasah reserves the right to deny admission to any child not meeting the criteria.
- 2) A grace period of 4 weeks will be granted to all students starting Jamaat 1. If after the first 4 weeks the child fails to settle or fails to make adequate progress, the Madrasah will assess whether the child will benefit from continuing.
- 3) Should the child fail to settle into Jamaat 1, the Madrasah reserves the right to suspend the child's place until the following academic year.
- 4) Parents/carers should inform the Madrasah of any medical problems that their child may have by presenting a doctor's certificate.
- 5) Students should ensure that they are well-equipped before coming to the Madrasah, e.g., they should have a pen, pencil, exercise book, etc. All equipment is available to purchase from the Madrasah office as and when needed.

## Syllabus

- 1) Teaching in the Madrasah will be in accordance with our syllabus.

- 2) If a student does not sit the end of year exam, they may be removed from the Madrasah register or they may have to repeat the year.
- 3) If a student fails a core subject (Qur'aan or Qaa'idah) or 2 additional topics (excluding core subjects) they may be required to repeat the year.

### Attendance & Madrasah Times

- 1) Students are arranged in groups to enable maximum progress with the limited time available, so parents/carers must ensure that children attend Madrasah regularly and punctually.
- 2) Leave of absence will NOT be granted for extra-curricular activities e.g., tuition, swimming etc. during.
- 3) Parents/carers must ensure their child has prepared his/her lessons before coming to the Madrasah.
- 4) The Madrasah timings are between 4:00 pm to 7:15 pm but the timings may vary for each individual class.
- 5) The Madrasah is not responsible for the safety and welfare of students outside of Madrasah hours.
- 6) Due to Health & Safety reasons, the Madrasah will not allow children to leave the building all together at 7:00 pm.
- 7) For the first few months, WEAK students will attend Madrasah for shorter sessions.
- 8) The timings of the Madrasah are decided by the headteacher. All students and parents/carers must respect and adhere to the timings set by the Madrasah.
- 9) Any child wishing to take early leave due to illness will only be marked present if one full lesson (first lesson or second lesson) has been attended.
- 10) Early leave for any reason (besides illness) will not be considered to be authorised unless preapproved by the headteacher.
- 11) Any child wishing to leave the Madrasah before the Madrasah end time or those who arrive at Madrasah past the Madrasah start time must bring a letter from the parent/carer stating the reason. In case of early leave, the child must be collected from Madrasah by a parent/carer, otherwise leave will not be granted.
- 12) For absence due to sickness, holiday, or going abroad, fees will still be payable if the student wishes to keep his/her place.
- 13) Any child who is absent due to illness for a week or more should present a doctor's letter as proof.
- 14) Any student who is absent, late or leaves early too often will be dealt with accordingly.
- 15) Parents/carers wishing to take children on holiday must book the holiday during Madrasah holidays. If due to unavoidable circumstances the child requires authorised leave, permission must be taken at least two weeks in advance. Failure to do so may result in the child being removed from the Madrasah.
- 16) Extra tuition may be given to any child not making satisfactory progress in class or any child needing extra help. Any extra tuition given is compulsory and is purely for the benefit of the child.

### Madrasah Uniform

- 1) All students must follow Islamic teachings regarding dress and the Madrasah requires all students to observe its dress code.

- 2) All Islamic laws will have to be followed particularly in relation to prayer, dress, and social affairs.
- 3) According to the Madrasah uniform policy, Girls are required to wear a black loose-fitting long-sleeved Jubbah which covers the ankles and a (non-see-through) black burqa that falls past the elbows in length and covers the hair at all times.
- 4) Cardigans must be black and modest in nature. Cropped cardigans are not permitted.
- 5) Keeping in line with the laws of modesty in Islam, all girls are required to wear modest clothing under the Jubbah i.e., long dress and loose-fitting trousers. No make-up, jewellery, nail polish etc is allowed.
- 6) Boys will be required to wear a topi (hat), long-sleeved white Jubbah and trousers or shalwar (below the knees and above the ankles).
- 7) Students are not allowed to wear shorts, jeans, or jeggings during Madrasah hours.
- 8) Coats should be formal and fit for purpose. Hooded tops or fleeces with slogans or logos, denim or leather jackets are not appropriate.
- 9) All outdoor clothing such as coats and jackets must be removed before entering the classroom and during Madrasah hours.
- 10) Students who arrive at Madrasah incorrectly dressed will be sent home to dress correctly.
- 11) The hair of the male students must conform to the Madrasah policy; which is that the hair must be cut equal on all sides.
- 12) Adopting a haircut where the hair at the back and sides are shorter than the top is prohibited in Islam as the Prophet ﷺ has forbidden such haircuts; therefore, students should not adopt these kinds of hairstyles.
- 13) The beard of male students must be in line with Islamic teachings which are that the beard must not be shaved/trimmed.
- 14) If any child attends Madrasah with a haircut that is against the Madrasah policy, he will be given a 7 day grace period in which he will be required to rectify this. If the child fails to do so, the Madrasah may take disciplinary action against the child which could include suspension or expulsion.

## Behaviour

- 1) Students must show due respect to staff, fellow students, and towards Madrasah property at all times.
- 2) Any student found to be misbehaving, not preparing for lessons correctly or not handing homework in on time could be kept behind for 10 minutes on the day without notification.
- 3) If needed, the student may be kept behind for longer so that they can catch up on sabaq or revision or to improve their behaviour. In such cases, the student may be required to stay from 7:00 pm until 7:30 pm but prior notice will be given if this is the case.
- 4) Students consistently breaking the rules may be placed on report and parents/carers may be invited to the Madrasah to discuss the child's conduct.

## Discipline

- 1) The teacher has the right to caution and discipline the students.

- 2) The Madrasah reserves the right to dismiss any student when deemed necessary without right of appeal.
- 3) Any child or parent/carer of the child who fails to comply with the rules and regulations outlined will be cautioned and if deemed necessary the Madrasah has the right to suspend or expel such a child.
- 4) Improper conduct, threatening behaviour or any form of abuse in any form including verbal or written by parents/carers or students towards the teachers or any of the Madrasah staff could also result in the child being dismissed from the Madrasah.
- 5) Any child dismissed from the Madrasah will have no legal remedy against the Madrasah.

### Disclaimer

- 1) The Madrasah cannot be held responsible for any injuries caused or received whilst coming to and going from Madrasah.
- 2) The Madrasah cannot accept liability for loss of, or damage to any student property or possessions unless such loss or damage has occurred as a result of direct negligence from the Madrasah.
- 3) The parent/carer/child will be responsible for any damage caused by the parent/carer/child to any property, buildings or premises owned or used by the Madrasah.

### Compliments/Complaints/Suggestions

We will strive to ensure that your time at the Madrasah is rewarding and beneficial and is as you would expect.

However, we understand that at times you may have concerns or suggestions which you would like to discuss.

Should this be the case, then in the first instance you must consult the headteacher (Mawlana Shabir) on 07413316199.

In case of any concerns, parents/carers are not permitted to enter any classroom during Madrasah hours and the teacher must not be approached under any circumstances.

If the need arises, parents/carers may be called to the Madrasah to discuss the child's progress or any other issues. Parents/carers must not interfere with the day to day running of the Madrasah.