

Rules and Regulations for Students and Parents

Uniform

The uniform of the madrasa is a black abaya and white headscarf. All students must adhere strictly to the uniform rules. Not doing so will result in disciplinary action being taken.

Raziil software



We request all parents to please register their child to the Raziil online platform. Raziil is a cloud-based platform specifically developed to serve the management needs of Islamic madrasas. It enables institutes to record, manage and report all key parametric measures of pupils. We request parents to download the app:



We would like this software to be the means of communication between parents, students and teachers.

Fees

The course fees are currently as follows:

Registration fee: £50

Books fee: £50

Foundation course years: £70 p/m

Alimiyyah course years : £70 p/m

Fees are charged annually but are paid monthly over 12 months (this includes the month of August). The fees can be paid through the Raziil accounts. Currently, we accept card payments, however, we soon plan to set up a direct debit method which will be our only method of payment *in sha Allah*.



Non-payment of fees may result in removal from the course. Also at graduation, non-payment of fees will result in the certificate of graduation not being awarded.

Picking up and dropping off

All students must be picked up and dropped off on time. Students should be waiting **inside** the reception building once they arrive and **inside** the madrasah (new-phase building) whilst waiting to be picked up.

Phones are to be switched off during class time. If there is an emergency, then parents can phone the teachers or the office.

Lateness and absences

Madrasah begins at 5:00pm and ends at 7:30pm (or 8:00pm for some classes). Please ensure that you bring your daughter on time to class. It is not only vital for your daughter's learning for her to arrive on time, but also important to the rest of her peers as we try to start once everyone is in. Therefore, to avoid delay, please take this seriously.

If your daughter is going to be very late or absent due to an unavoidable reason, please **inform the teachers** in advance on your class WhatsApp group chat or by phone. This is a professional courtesy and should be treated as you would inform a school.

Please ensure your daughter is then taken to the main office first before you leave. From there, the teacher will be contacted to come to the main office and take the student to the other building. This is for the safety of the student especially in the dark hours during the winter months.

We wish to make clear that regular absences and latenesses will **not** be tolerated. Students are expected to do their upmost best to attend on time. The madrasa doors are locked from 5:15 pm onwards due to security reasons.

The attendance and punctuality of the year overall must be 85% or over for a student to be allowed to sit the end of year exams and move to next year.

Holidays

We encourage that you **do not** take your daughter on holiday during madrasah term time mainly because catching up on missed work is very difficult. However, we understand that emergencies may arise. In this case, please ensure you write a signed letter including dates of your leave and return and hand a copy to your class teacher.



Behaviour

We expect all our students to be on their best behaviour when attending. Pupils will be praised and exemplified for showing positive attitudes, good behaviour and consistency in their work ethic.

Please be aware that to ensure discipline we will have a 3-strike system that will take into account your daughter's behaviour, attendance and homework. Ongoing failure to meet these standards without reason will result in suspension.

Bullying of any sort is completely banned from our madrasah and will not be tolerated. Any attempt to cause problems between students will have parents notified immediately and called in if necessary.

Homework and studies

We as teachers are well aware that your daughter is balancing both school and madrasah work alongside each other. We applaud their courage and make du'a that the Almighty benefits them in both. During these primal years of your daughter's life, education is what truly matters. So we encourage and motivate them to give time to both their Islamic and academic studies. With that being said, please expect that your daughters' teachers will administer homework on a weekly basis based on the different books taught and expect for it to be completed within a set time frame.

If your daughter is absent and has missed out on crucial work, it is **her** responsibility to find out what was missed and seek to catch up/get up to date before the following lesson/week.

It will be your daughter's responsibility to ensure she comes fully prepared to class with the right books and notebooks. If you think your daughter will not have time to prepare her bag after school, please ensure she remembers to do this the night before.

Monthly tests

Every month a mini test based on the last 4 weeks of what has been taught will be given to your daughter. These tests are to help your daughter stay on top of all the new knowledge that she is constantly learning and will also aid in revision nearer the time of her annual exams. Records of these tests will be used to track progress and inform parents on parents' evenings.



Annual exams

These exams take place twice a year for all students. Mid-year exams will most likely take place in the February half term and the end of year exams during the last two weeks of July. Preparation and revision will be done continuously through their studies, however it is your daughters' responsibility to begin her exam revision in good time. Parents will also be notified of the exam week timetable.

The results from the final exams will determine whether or not your daughter has grasped the knowledge she has learnt throughout the months and also decide if she is fit to progress to the following year. Most of the time students do progress, however, where they do not, a clear correlation to a poor work ethic and constant absences can be linked.

Missing exams

Every student must be present for their exams and failure to do so will result in an immediate zero without question. 'On the day' excuses/absences will not be accepted, nor will any chance of a retake be permitted. The dates for the exams have been given in advance so any holidays should be booked outside of these dates. We will not be rescheduling any exams based on individual circumstances. Please take the attendance of these exams seriously just as your child would any school exam.

Failing exams

If your child fails her annual end of year exams, the general outcome of this situation is that she will have to repeat the academic year. Undoubtedly, we will look at her performance throughout the year and speak to both child and parent to make it a fair call, however, please be aware that this will be the outcome.

Updates and Parents' Evenings

- Please ensure that you check your daughter's class WhatsApp group chat on a **daily basis** for any important notices or reminders.
- Parents evenings will take place during the academic year and you will be informed of it in advance. We look forward to cooperating with you.

Leaving Madrasa



Any student who wishes to leave must give a month's notice in writing to both the head teacher and their class teacher clearly outlining their reasons. The most important aspect of seeking sacred knowledge is the correct intention. The benefit one will receive from seeking knowledge is dependent on the benefit they intend to receive. As the Prophet g said: "Deeds are considered by the intentions, and a person will get the reward according to his intention. (Bukhari and Muslim).



It is necessary for every student, teacher, and parent to renew their intentions regularly - Before the class, during the class, and even after the class is over. The purpose of seeking sacred knowledge is to seek the pleasure of Allah and earn reward in the hereafter. If a person seeks knowledge for a title or any other worldly gain, it will ultimately be against them and not for them. Success in this world and the next is only achieved through Allah's assistance and sincerity towards Him.

