



## **RULES AND REGULATIONS OF WORTHING ISLAMIC MADRASAH**

### **Admission and Enrolment**

- We accept Muslim children from Worthing and the surrounding area.
- We accept children aged (a) Boys from 5 to 15 years (b) Girls from 5 to 12 years.
- We strongly advise that children enrol at the same time as they begin Reception year in School. This will ensure that they have ample time to complete the set Madrasah syllabus.
- Admission of children with special needs will be subject to discussion with the Imam/teacher and the Committee.
- Admissions will be accepted at particular times of the year which will be announced. For new admissions, a birth certificate must be produced to confirm age. (If Requested)
- No child will be looked after or allowed to attend classes prior to formal admission. Parents must respect that and not ask the Imam/teacher for any exceptions to the rule.

### **Attendance**

- Children must attend classes regularly except when absence is due to illness or other serious reasons. A note of absence must be sent to the Imam/teacher.
- The parents of any child who is going to miss classes for 2 weeks or more continuously must meet with the Imam/teacher and take a report of the child's progress. This meeting should take place one week before the child's leave.
- The Imam/teacher will not be responsible for the progress of any child absent for 30% or more of the classes.

### **Class Times**

- Madrasah time is from 4.00p.m. – 5.30p.m. (1st Session) & 5.45p.m. - 7.30p.m. (2nd Session) Monday to Thursday.



### **Drop off and Collect:**

- Children should be dropped off and collected from the Madrasah at the correct time.
- Parents must ensure that their children arrive safely to the upper hall of the Masjid where the classes take place and are collected from there at the end of class.
- Children who are in year 3 and below will not be able to leave the Madrasah until a parent/guardian has arrived to collect them.
- If parents want their year 3 or younger children to walk home with an older sibling/ pupil, they must notify us of this in writing. In this case the Madrasah will not be responsible once the child has left the Madrasah premises.

### **Child Safety and Safeguarding**

- Please refer to the "Child Safety" and "Anti Bullying" documents which can be downloaded from the Worthing Masjid website.
- Worthing Masjid takes the matter of Safeguarding and Child Safety extremely seriously.

### **Syllabus**

- Please refer to the "Syllabus" document which can be downloaded from the Worthing Masjid Website
- Teachings in this Madrasah are to a set syllabus and no individual lessons will be given.
- Parents/guardians are obliged to see the Imam/teacher twice a year for parents' evening. It is strongly advised that they meet with the Imam/teacher to discuss their child's/children's progress. Appointments should be made out of class time. A letter will be sent to all parents 2 weeks prior to the parent's evening.

### **Uniform (Children MUST be in uniform)**

- **For Boys:** White/Cream Jubbah and white Cap (Topi).
  - **For Girls:** Black Hijab with Black Burqa (covering the upper body from the head to the hands)
- (Excuse of the uniform being in the wash will not be accepted)



### **Homework**

- Learning at home is an essential part of good education. It is the duty of parents to help the children revise and practice their lessons in a peaceful and loving environment. Children should be rewarded and congratulated for hard work and good progress.

### **Discipline policy**

- Please refer to the "*Discipline Policy*" which can be down loaded from The Worthing Masjid website.
- Anyone expelled from the Madrasah by the Head Teacher or Committee will have no recourse against the Madrasah.

### **Complaints procedure**

- Any complaints should be made to the Imam/ Head Teacher and, if not resolved, can be taken to the Chairman and Committee.

### **Assesment**

- Children will be assessed twice a year. Reports will be sent out to parents. Please read the report and discuss with the head teacher if you have any concerns.

**All these rules and regulations are prepared to ensure that the Madrasah can provide a good standard of education for its pupils.**

**May Allah show us the right path and guide us to learn Islam. (Ameen)**