



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 are enrolled in the January month after starting 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 may be requested to confirm age.
- No child will be looked after or allowed to attend classes prior to formal admission. Parents must respect this and not ask the Imam/teacher for any exceptions to the rule.

Fees

- Monthly fees are £25 for the first child, £37.50 for two children and £45 for 3 children paid over 12 months.
- **All payments must be made monthly via standing order. Payments in cash are time consuming for both teachers and admin.**

Attendance

- Children must attend classes regularly except when absence is due to illness or other serious reasons. A note or message of absence must be sent to the Imam/teacher.
- The parents of any child who is going to miss classes continuously for 2 weeks or more must meet with the Imam/teacher and take a verbal 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

- Qaidah Children: Mon, Wed 4pm – 6pm and Sat, 11am - 1pm



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- Juz Amma and Quran Children: Tue, Thurs 4pm – 6pm and Sun 11am – 1pm.

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 downloaded 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)