



Madrasah Naqeebul Islam

Madrasah Naqeebul-Islam, 27 William Henry Street, Preston, PR1 4XH, TEL: 01772 798847

[www.madinamasjid.net](http://www.madinamasjid.net) Email: [info@madinamasjid.net](mailto:info@madinamasjid.net)

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## **Rules & Regulations**

### **Madrasah Opening Times**

Madrasah will commence at 17:00 and will finish at 19:00 (18:00 – 19:30 in Ramadhan) for all classes except for reception class, which will be run for 1 hour. Please ensure that children arrive at the Madrasah no more than 10 minutes before the Madrasah opening time.

Parents are also requested that no children, especially under the age of 8 are sent unaccompanied to the Madrasah. The Madrasah will not be held responsible for any incidents that occur whilst coming to and from the Madrasah.

### **Madrasah Attendance**

Lateness is a disruption for the class teacher, students and office staff. Bringing in your child late may also be upsetting for them, causing them embarrassment. Regular attendance at Madrasah is vital if children are to gain maximum benefits from their education. Absence can interrupt a child's learning and can lead to poor attitudes towards the Madrasah.

If children are unwell or are absent for reasons that are accepted and regarded as valid, it will be noted as authorised absence. Medical/Dental or any other appointments should be arranged out of Madrasah hours, where possible.

It is important for parents to inform us every time their child is absent from the Madrasah. This maybe done in the following ways:

- Telephone call to Madrasah on 01772 798847
- Send in a signed note to Madrasah
- Send verbal message – via an adult

If the Madrasah is not notified, an unauthorised absence is recorded against the child's attendance record. Regular occurrence could lead to a disciplinary.

Parents/Guardians wanting a child to leave early should send a written explanation, and the child will only be permitted to leave the Madrasah premises upon the arrival of a parent or guardian to collect him/her. Any child that leaves earlier than 6 O'clock will be considered as absent, unless it's due an illness.

For parents requesting holidays of more than 5 days, please complete a **Holiday Request Form**. The Parents will then be given some additional rules and regulations, which they will have to sign and accept in order for their holidays to be approved.

### **Appearance**

Madrasah Naqeebul Islam feels it is essential to promote understanding of following the Sunnats and learn about shame and modesty (Hayaa) from a young age, to form a habit in the future, I.A. Children are encouraged to take pride in their appearance, which promotes modesty and enhances confidence.

Correct Madrasah uniform must be worn at all times. Madrasah uniform gives a distinct Muslim identity to pupils and parents are requested to cooperate with the Madrasah by ensuring correct attire is worn at all times.

Girls are required to wear a jubbah with long sleeves and a Black/White Burkha (NO SCARVES) with tights/trousers. Burkha should be large enough to cover the hair. NO HAIR SHOULD BE VISIBLE.



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All boys should wear a White kurta or jubah with shalwar or trousers. NO JEANS OR JOGGINGS. They must also wear a Topi (skull cap) and ensure that their shalwar/trousers are above the ankles.

Any child considered being DRESSED or having a HAIR STYLE contradictory to shariah and Islam will not be permitted to sit in class, till he/she resolves the problem.

To promote personal safety, Jewellery must not be worn at Madrasah (apart from stud earrings) Watches maybe worn if responsibility is personally accepted. Please ensure that children DO NOT bring mobiles phones to the Madrasah.

All parents/guardians are requested to consider the Madrasah as a section of the Masjid and its cleanliness relies upon how well the children are trained to use the toilet facilities. Therefore, we advise that all children are sent having relieved themselves and having performed wudhu at home.

### **Behaviour**

Any child that persistently misbehaves, bullies any other student, or is disrespectful towards any teacher or any other member of staff, will be disciplined and possibly SUSPENDED. In the event of the misbehaviour continuing he/she will be EXPELLED.

If any children have caused extensive damage to any Madrasah property, their parents will have to bear the costs of maintenance or replacement. It will also lead to a disciplinary and could lead to expulsion.

### **Medical Conditions**

Children suffering any medical condition, should complete relevant forms and inform staff on arrival to the Madrasah. Any medication required for the child's condition e.g. inhaler, must be clearly labelled and given to the teacher, who will store it safely for the child until it is required. If the medication is required then the child will be responsible to administer it, under the supervision of staff, or the parent will be called to dispense it.

NO STAFF WILL ADMINISTER INHALER OR ANY OTHER MEDICATION TO CHILDREN, unless the situation is judged as critical or life threatening.

May we suggest a hearing and sight test for your child before starting Madrasah in order to ensure that they have the best possible start to Madrasah.

### **Complaints**

No parent/guardian will enter the Madrasah premises during the respected Madrasah hours. Parents who have any form of complaints or concerns regarding their child or Madrasah are requested to contact the Madrasah Committee and inform them in writing.

NO PARENT SHOULD APPROACH THE PRINCIPAL OR ANY MEMBER OF STAFF.

Please note that children will be grouped according to their age, No advancement will be granted due to greater aptitude acquired upon tuition received prior to Madrasah.

### **Age policy**

Please note that the minimum age for leaving madrasah is 14 (i.e. completion of that year when they turn 14).

The madrasah reserves the right to alter or add any rule without any prior notice.

***Please read and keep this copy safe!***