



HOCKWELL RING MASJID EVENING MADRASAH

Policies & Procedures

Dear Parents/Guardian,

It is important that you follow these policies in order for the evening Madrasah to run effectively for the benefit of all pupils.

Class Time

The Madrasah times are Monday to Thursday from 5.00 pm to 7.05 pm (First group: 5:00 – 6:00, Second group: 6:05 – 7:05). All children must attend the Madrasah 5 minutes early so the lessons can start promptly at 5.00 pm for the first group and 6:05 pm second group. It is the responsibility of the parent/guardian to drop off and collect their child promptly. Parent/guardian must arrive 10 minutes early to be ready to pick up their child for the first group at 6:00 pm and for the second group at 7:05 pm.

Attendance

It is essential that the child attends every single day and arrives on time as he/she will fall behind and will not reach the learning target, If your child is absent for any valid reason, you must phone in or send a letter with the child upon return.

Dress Code & Study Material

Boys: Thobe (Jubbah) and white hat.

Girls: Black Jilbab with black head covering that conceals the hair, neck, and chest.

All pupils must observe the dress code. Pupils must also buy all the books that are included in the syllabus and must take all their books /Qaidah/Quran home.

Monthly fee

The current admission/registration fee for new students is £10.00.

There is a fee of £30.00 per month for each student and any additional child from the same family will be charged £25.00 each. This must be paid in full on the first week of the month. The full fee will also have to be paid if the student fails to attend for the whole month.

Items not allowed

- Mobile phones
- iPod, mp3 players, PSP, etc.
- Pen knives, lasers, etc
- Jewellery/expensive watches
- No chewing gum/sweets

Items will be confiscated if brought into the madrasah.

Homework

Homework is given to the children daily, this includes practicing reading and memorization. Parents must make sure that their children are completing this work every day at home. We expect children to spend on their Madrasah work at least 20-30 minutes a day before attending the madrasah.

Disciplinary Action

Discipline within the Madrasah is very important, and something we take very seriously. *Well-behaved and disciplined* pupils are crucial for the smooth running of the Madrasah.

Our disciplinary procedure after exhausting all efforts to motivate and encourage a pupil is as follows:

- ❖ Verbal warning to pupil (depending on the offense committed)
- ❖ Detention may also be given
- ❖ Parents to be called in for a meeting with the Headteacher. At this stage we expect the issue to be resolved and the problem should no longer exist.
- ❖ If the concern is still not resolved, then the pupil may be suspended or expelled

Note: We may not always follow the above procedure, such as in the case of persistent and/or *aggressive behaviour*. In such cases, we will *suspend* the pupil *immediately*. The management will then decide what steps to take.

Policies are subject to change and are at the discretion of the Masjid Management committee.

Masjid/Madrasah property

Parents will be responsible for any damage caused by their children to Masjid/Madrasah property.