



# HOCKWELL RING MASJID

## EVENING MADRASAH

### Evening Madrasah Policies and Procedures

Dear Parents/Guardians,

To ensure the smooth and effective operation of HRM Evening Madrasah for the benefit of all students, we kindly request your cooperation in adhering to the following policies and procedures.

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#### Class Timings

The Madrasah operates Monday to Thursday:

- Group 1: 5:00 PM - 6:00 PM
- Group 2: 6:05 PM - 7:05 PM
- Hifz Classes: 5:00 PM - 7:00 PM
- Drop-Off: All children must arrive 5 minutes early to ensure lessons start promptly.
- Pick-Up: Parents/guardians are expected to arrive 10 minutes before the end of the session to collect their children.
- In case of emergencies or class cancellations, parents will be notified to collect their children immediately.

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#### Attendance

Regular attendance is critical for your child's progress.

- All students must attend daily and arrive on time.
- If your child is unable to attend due to a valid reason, please inform the Madrasah in advance via a phone call or a message in the parent group.

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#### Dress Code

- Boys: Thobe (Jubbah) and white hat.
- Girls: Black jilbab and black headscarf covering the hair, neck, and chest.

Students must adhere to the dress code at all times. Additionally, all students are required to bring their books, Qaida, and Qur'an home daily to ensure they have the necessary materials for their lessons.

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#### Fees

- Registration Fee: £10.00 (one-time fee for new students)
- Monthly Fee:
  - Regular classes: £35.00 per child.
  - Additional children from the same family: £30.00 per child.
  - Hifz classes: £55.00 per month.
- Fees must be paid in full during the first week of each month, even if the child is absent for the entire month.

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#### Prohibited Items

The following items are not allowed at the Madrasah and will be confiscated if brought:

- Mobile phones
- iPods, MP3 players, PSPs, or other electronic devices
- Pen knives, lasers
- Jewellery or expensive watches
- Chewing gum or sweets

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#### Homework

Students are given daily homework, including reading and memorization tasks. Parents are expected to ensure that their children spend 20-30 minutes each day completing their Madrasah work before attending lessons.

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#### Disciplinary Policy

Discipline is vital for maintaining a productive learning environment. The following steps outline our approach to disciplinary action:

1. **Verbal Warning:** Issued to the pupil, depending on the nature of the offense.
2. **Detention:** Assigned as necessary.
3. **Parent Meeting:** Parents are invited for a meeting with the Head Teacher to address concerns and resolve the issue.
4. **Suspension/Expulsion:** If the issue persists, the pupil may be suspended or expelled.

**Note:** In cases of persistent or aggressive behaviour, immediate suspension may be enforced at the discretion of the Madrasah Management Committee.

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#### **Madrasah Holidays**

The Madrasah observes holidays during the following times:

1. Last 10 nights of Ramadan
  2. Last week of August (Summer holidays)
  3. Last week of December (Winter holidays)
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#### **Parent Communication**

We maintain regular communication with parents through:

- **Parent-Teacher Meetings:** Held twice a year to discuss student progress.
  - **WhatsApp Parent Group:** Used for updates, announcements, and direct communication.
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#### **Masjid/Madrasah Property**

Parents are responsible for any damages caused by their children to Masjid or Madrasah property. Please ensure your child treats the premises and resources with care and respect.

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#### **Policy Updates**

Please note that policies are subject to change at the discretion of the Masjid Management Committee. Any updates will be communicated promptly.

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We appreciate your understanding and cooperation in supporting the smooth operation of HRM Evening Madrasah. Together, we can ensure a positive and enriching learning environment for all our students.

JazakAllahu Khair,  
HRM Evening Madrasah Management