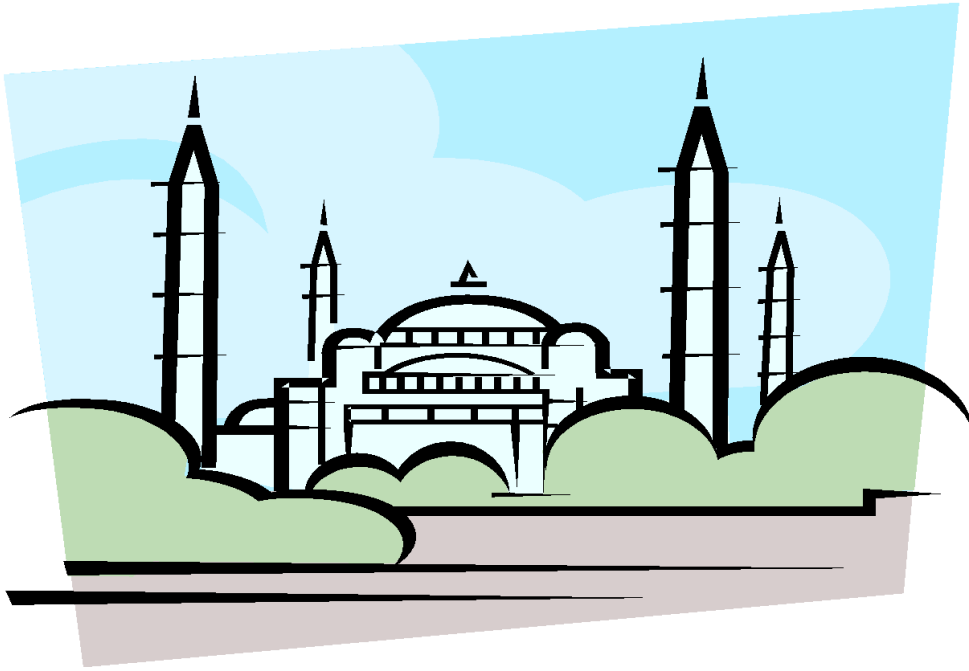


باسمه تعالى

مدرسة السلام
Madrasatus Salaam



Learn Practice Teach Propagate

Madrasah Policy HandBook

Last updated: Sept 2024

Updating for 24/25

The Peace Centre, Thurncourt Road, Thurnby Lodge, Leicester, LE5 2NG

office@peacecentre.org.uk – www.peacecentre.org.uk

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Welcome Message

Welcome and JazakAllahu khayra for choosing Madrasatus-Salaam for your child's Islamic education. In sha Allah, we pray that on joining our Madrasah your child will quickly become an integral part of our community as well as a part of the community at large. We actively encourage an open relationship between home & Madrasah. We establish a happy & motivating, learning environment for everyone to enjoy learning. We set, expect & achieve high standards and encourage children to perform at their best. We want children to develop into good human beings with excellent morals in & out of Madrasah. We believe that through our experience & knowledge we will be able to lead your child to live a fruitful life in sha Allah. With dedicated and trustworthy staff Madrasatus- Salaam provides all a safe environment which is paramount in creating a successful learning environment. Therefore all staff are DBS/CRB checked. We believe that high quality teaching is vital to ensure student progress. Careful lesson planning, varied teaching methods, motivational skills, guidance and dealing with sensitive issues are provided to teachers in weekly training sessions. This will enable all students to achieve their academic potential Masha 'Allah. Our purpose is to guide each student's spiritual, moral & social development...
May Allah accept.

Moulana Mohammad Lockhat

About This Policy

This copy of the rules and regulations Policies & procedures is for you to keep. Please read through this carefully. The following rules and regulations & policies have been drawn up to ensure your child receives the best form of Islamic education from the Madrasah and develops the true spirit of Islam.

You can always view our policy online on our website or you can request the link from our admin office. A printed copy can be purchased from our office for £7.

Madrasatus-Salaam

Brief History

In 2008, realising a need for Madrasah (Islamic education) & Masjid (Prayer) facilities in the localities of Nether Hall, Thurnby Lodge, Hamilton & Scraftoft, As Salaam Trust was established, started at a house and then a room was hired at the Thurnby Lodge Community Centre. After much struggle, finally the lease of "THE PEACE CENTRE" was secured. Alhumdulillah the Masjid & Madrasah itself has been running for approximately **15 years**.

Statistics

We have been running for 15 years

We have on average 140 students every year

We have on average of 12 staff members

Our staff working hours: Office staff 4 to 7 - Teachers 4:20 to 6:50

Our students hours: 4:25 to 6:40

Ethos and Principles

The principles Underlying in this Policy are based on respect. Everybody must have:

- Respect for self
- Respect for others
- Respect the environment.

The policy seeks to put into practice Shared Values of the entire community. The entire community consists of The Madrasah which includes the management & staff, the volunteers, The Students, the Parents as well as the wider community. Therefore everybody must:

- Behave in a sensible manner.
- Allow others to learn & teachers to teach.
- Treat everyone with good manners & consideration
- Respect the rights of others to hold their own individual opinion.
- Keep to and enforce the Madrasah dress code.
- Help to prevent all forms of bullying.
- Behave with the health & safety of others in mind.
- Behave helpfully and responsibly.
- Treat their own property and the property of others with care.
- Treat the Madrasah building and grounds with care.

Reward

The Madrasah promotes good behaviour by displaying the Madrasah class Rules agreed & accepted by Students, parents and Madrasah staff, in all classrooms and around the Madrasah. The Madrasah uses a reward system to encourage good behaviour.

Sanction

The Madrasah has standards of behaviour which are agreed & accepted by students and parents because it believes that good and thoughtful behaviour is essential for effective learning & for a successful life. students do not always conform to these agreed standards and a system of sanctions is therefore required

Mission Statement

Our aim is to provide a strong and broad education within the context of an Islamic environment. An understanding of Deen in line with Qur'aan & Ahadeeth forms the strong frame hold of the work in Madrasah. Our main objective is to develop an understanding of Islamic knowledge, which leads to students becoming righteous, God fearing and promotes good morals as well as accountability. This will also increase their self esteem and dignity, together with helping them to grow into caring and respectful members of the community, within their community and beyond. The Madrasah ensures children learn in a safe, caring and enriching environment. Children are taught how to keep themselves safe, to develop positive and healthy relationships, and how to avoid situations where they might be at risk including by being exploited.

The Madrasah Aims & Objectives

To promote an Islamic code of conduct aimed at creating & developing spiritual & moral values in all students.

- Aim to inculcate the Sunnah of our beloved Nabi ﷺ in the lives of students
- Provide an Islamic education that encompasses different aspects of Deen to equip your child with the essentials of life.
- Maintain order & provide a safe & caring environment for students.
- Encourage your child to achieve his/her full potential.
- Encourage your child to show tolerance & respect for other people irrespective of race, religion or creed.
- Keep you informed with regards to what's happening in Madrasah via Newsletters, e-mail or text.
- Attend to complaints in a fair & appropriate manner & deal with them accordingly.
- Keep you informed with regards to the progress of your child.

Syllabi & Subjects

We have a comprehensive syllabus which confirms teaching methods and learning objectives to ensure that they are focused on key priority areas. The Madrasah runs the Jamiat ul Ulama of South Africa syllabus. Our curriculum is interactive, innovative & challenging as well as creative. To the best of their abilities, teaching staff work to ensure that the lesson content, teaching & learning styles match student's needs & abilities.

Madrasatus-Salaam is a Co-ed establishment.

The syllabus runs from grade R to class 10 and optional classes 11 & 12

Age groups from 5 to 18 years

Subjects taught:

- Qur'aan.
- Tajweed.
- Fiqh (Hanafi).
- Aqaa'id.
- Akhlaaq / Citizenship.
- Seerah/Tareekh (History).
- Ahadeeth & Translation.
- Suwar & Translation.
- Ad'iyah & Translation.
- Duroosul Qur'aan.
- **HIFZ Classes** : IN CONJUNCTION WITH NORMAL MADRASAH SYLLABUS.

Salaah

Salaah will be prayed in congregation in the hall of Masjid. Whenever Salaah times falls 10 minutes before and **after** Madrasah time, all children from grade 3 upwards must remain in Madrasah to pray Salaah in congregation.

Younger children may also be given the opportunity to pray in the hall in Jamaat occasionally to help them learn about Salaah

Contact Information

<u>Madrasah address:</u>	The Peace Centre, Thurncourt Road, Thurnby Lodge, Leicester. LE5 2NG
Mobile	07581 220015 (Out of madrasah time - TEXT ONLY)
Out of hours emergency	07999 271 536
Email	office@peacecentre.org.uk
Office hours	Monday to Friday 4:15pm -7:00pm Please TEXT the office to report an absence.

Sponsoring & Contributing

Please speak to a member of the office staff if you are interested in sponsoring or donating or contributing anything for Madrasah and/or students.

contributions for

1. Friday Treats
2. Special Occasions eg. Day of Ashura Eid Treats
3. Funday
4. Jalsah

Sponsoring

1. Students fees
2. Students kitaabs

Madrasatus Salaam Term Date 2024-25

Term No 1 (1st half): 39 days (7 weeks 4 days)	
Madrasah Open (Reception)	Tuesday 27 August 2024
Madrasah Open (All Classes)	Wednesday 28 August 2024
Compulsory Safeguarding Meeting	Friday 18 October 2024
Madrasah Closes	Friday 18 October 2024
Autumn Half Term Holiday	Monday 21 October 2024 to Friday 25 October 2024

Term No 1 (2nd half): 40 days (8 weeks)	
Madrasah Open	Monday 28 October 2024
Exam Start	Monday 25 November 2024
Exam End	Friday 6 December 2024
Parents Meeting	Monday 9th and Tuesday 10th, December 2024
Madrasah Closes	Friday 20 December 2024
December Holidays	Monday 23 December 2024 to Friday 3 January 2025

Term No 2 (1st half): 30 days (6 weeks)	
Madrasah Open	Monday 6 January 2025
Madrasah Closes	Friday 14 February 2025
Spring Half Term Holiday	Monday 17 February 2025 to Friday 21 February 2025

Term No 2 (2nd half): 35 days (7 weeks)	
Madrasah Open	Monday 24 February 2025
Ramadan Start (Madrasah Online)	Monday 1 March 2025
Written Exam (Class 3 and above)	Monday 24th to 28th February 2025
Exam (Reception to Class 2)	Monday 10 to 21 March 2025
Oral Exam (Class 3 and above)	Monday 17 to Friday 21 March 2025
Eid ul Fitr	Friday 28 to 31 March 2025
April Holidays	Monday 14 April 2025 to Friday 25 April 2025

Term No 3: 52 days (11 weeks)	
Madrasah Open	Monday 28 April 2025
Exam Start	Monday 16 June 2025
Exam End	Friday 4 July 2025
Eid ul Adha	Friday 6 June 2025
Funday	Saturday 5 July 2025
Madrasah End	Friday 11 July 2025
Annual Award Ceremony(Jalsah)	Saturday 12 July 2025
Summer Holiday Begins	Monday 14 July 2025

Important Notice: Madrasah does not close for half term in the summer term.

Please note all Eid Dates are subject to moonsighting.

Bank Holidays:

Monday 26 August 2024

Wed 25 & Thurs 26 December 2024

Wednesday 1 January 2025

Fri 18 & Mon 21 April 2025

Monday 5 May 2025

Monday 26 May 2025

Madrasah Policies

Admissions Policy and Procedure

1. If you would like to apply to have your child registered with Madrasatus-Salaam, please ensure to read our full policy and fill our online application form (Please find link in “Application form” section at the end of the policy).
2. Online application does not guarantee a place as it's the first step in the admission process.
3. Application for :
 1. Reception year- children must be 5 years of age & fully toilet trained * details of policy below
 2. children other than reception class will be reviewed once assessments have been completed, you will be informed of the outcome.
4. The following are required with application & must be provided within a week of acceptance to ensure place is secured.:
 1. Birth certificate
 2. Passport
 3. Proof of address
 4. Report of previous Madrasah if your child is coming from another Madrasah
 5. **Character reference from madrasah if no report is available
5. All applications will be based on availability of space
6. Upon acceptance to Madrasah the following apply:
 1. One off £40 admin fee non refundable
 2. first months' fee paid in full in advance (Please refer to the fees Policy)
 3. compulsory attendance of Safeguarding assembly
7. By signing & submitting the application the parent agrees to accept & abide by all regulations & policies of Madrasatus Salaam
8. All Children who are accepted will have a 6-weeks settling-in trial period.

Readiness & Toilet-trained Policy

At Madrasatus Salaam, toilet-trained means the child can use the restroom independently, including pulling up and down their own pants, wiping/washing themselves, flushing and then washing their hands. Generally, children aged 3 & 4 years have an occasional accident and if this happens the child is not considered fully toilet trained.

Therefore, at Madrasatus Salaam we only accept children who are 5 years of age & fully toilet trained.

Important Notice

1. Our staff are not permitted to assist any child with intimate care i.e to perform istinja for them due to safeguarding policy
2. In the unlikely event that a child does have an accident the parent will have to take responsibility to clean it immediately.

3. If a child has more than one accident, the child will not be considered Fully toilet trained & ready for madrasah. Your child will not be able to continue in madrasah temporarily until when they are fully toilet trained.

Uniform Dress Code

The Madrasah has adopted a strict dress code.

	Acceptable	Colour	Non-acceptable
Girls	Cloak / Jubba Abaya / Jilbab Trousers Burka	Black Black Black or White Black or White	Scarves Make up Nail polish Shorts above the knee Large prints Pyjamas Non-islamic dress Cloths with faces and figures Other colours Jewellery
Boys	Salwar Kameez Thawb and Kurta Topi Trousers Track bottoms Amaamah	Black or White Black or White Black or White Black or White Black or White Black or White	
General	Jackets Hoodies Cardigans Use of a watch	Plain Black, grey, navy	

Special notes

Every child is to bring a small water bottle no bigger than 500ml

All clothing including socks must be clean and presentable

No jewellery is allowed except for watches. Any student not adhering to the dress code will receive a verbal warning, thereafter, if the student continues to wear jewellery, then the Madrasah reserves the right to confiscate it.

Any non Islamic dress or make up, including nail polish will not be accepted.

No colourful & large print jerseys, cardigans or jackets.

Nails & body cleanliness. Nails are checked weekly.

- Nails must be clean & short at all times

Haircut Policy

- All hair must be one length & neat.
- Hair of varied lengths is unacceptable & will incur sanction listed below:
 - a discipline letter will be sent home.
 - It will be the parents responsibility to ensure that the hair has been cut to one length within 1 week.
 - If it has not been cut by the end of the week, the child will be suspended until the hair is cut. Once the hair has been cut, the child will be allowed back into class in sha Allah.

Topi Sanction

* Any student who forgets their topi will borrow one which will have PC written on it (if there is one available). This must be returned to the office at the end of the day, or a fee of £2.50 will be charged.

* The other option is to purchase a topi for £2.50 a text will be sent home

If a student forgets his topi for a second time in a week, they will have a phone call home and parent will need to bring the topi or correct uniform to madrasah or collect your child.

The incorrect uniform.

- * A student who wears incorrect uniform will receive a warning on first the occasion
- * a second time in a week, they will have a phone call home and parent will need to bring the correct uniform to madrasah or collect your child.

The Madrasah reserves the right to send the child home if correct dress code is not followed or incorrect uniform is worn.

Continuous non compliance of The Uniform Dress code & Haircut Policies could result in the deregistration of your child

Examination & Reports

Ongoing assessments are being carried out throughout the year. There are 3 examinations that are held, one at the end of every term. It is mandatory for all children to attend Madrasah during examinations.

Exam Rules

1. Children must pass QUR'AAN & FIQH & HAVE AN AGGREGATE OF 50% TO BE SUCCESSFUL. If any child fails to fulfil the above requirements in the final year exams they will not be promoted to the next grade.
2. Failure of two or more subjects will result in failure for the term.
3. Any child caught cheating will automatically fail that subject & only after serious consideration be allowed to take part in other exams & be promoted to the next grade
4. No children are allowed to be absent for the duration of the exam weeks. Children who are absent on exam days will receive a zero for that exam. NO permission will be granted to write at a later time

Communications

Means of communications

Madrasah-Salaam will communicate with you via SMS, Phone Calls, ClassDojo, emails and occasionally printed letters. Although we are available on Whatsapp we will not initiate contact through it or use it for official communication, however you are free to reach us through it.

Parent meetings might take place over Zoom if government guidelines dictate so.

Welcome Letters

At the beginning of every academic year the class Teacher for each year will outline the requirements & guidelines for their specific class. Parents are required to please ensure that they read through the letter & work with the teacher to ensure the progress & success of their child.

Other Letters

From time to time, parents will receive letters pertaining to their child and the Madrasah. These will be sent via email and occasionally printed with their children. These must be signed by the parents and placed back into the child's green file as acknowledgement of receipt.

Qur'aan Diaries

Every child is required to sit & recite Qur'aan as per the minimum requirement as laid out in the Welcome Letter provided. This is necessary as the repetition will help your child to become more fluent & to realise the Noble Qur'aan's importance in our daily lives. All parents are required to ensure that their child/children sit &

pray Qur'aan daily including over weekend & holidays. Qur'aan diary will be required to be signed daily. This will be checked daily by your child's teacher

Weekly forecast sheets

- Students are provided with a weekly forecast sheet posted to their ClassDojo class story where parents can see it. When a child is absent from class, the parent must refer to the forecast sheet to cover up any missed work with the child.
- Your child may need to complete any unfinished work at home.

Contact with teachers

- Parents are strictly not allowed into the Madrasah classes during class times. All queries should be made on class Dojo or via in the Madrasah office.
- Parents can contact teachers directly through ClassDojo in text, however please note that teachers will reply back when available. If you have an urgent query please contact the Office.
- If parents/guardians have any issues or concerns with other children in the Madrasah, then these issues should be taken up with the Liaison officer firstly in writing. Under no circumstances is the parent/guardian allowed to pursue these issues directly with the children.

Parents meetings

It is our priority to involve you as the Parent in your child's learning. These meetings are held after the first term exams and it is incumbent for Parents to attend. There may be other meetings as well on any other occasion throughout the year that may be deemed necessary. The purpose of these meetings is to keep you, the parent, informed about your child's progress. This will give you an opportunity to discuss relevant issues & concerns together with advice and recommendations from the teacher.

- Parents will be required to make themselves available for parent's evenings/programmes and any other meetings that the Teacher or Principal may request pertaining to their child. Dates & times will be sent by means of appointment letters.
- During the days of the Annual parent meetings, Madrasah will be open though classes will not be running; you & your child will be expected to attend the appointment at the time provided. Your child must bring their Madrasah bags with all kutub/books, diaries etc.
- If you wish to see your child's teacher any other time during the academic year, you may do this by informing the office. The Admin will then arrange a convenient time suitable for yourself & the teacher to meet. In order to keep disruption to class teaching to a minimum, all appointments will be made out of Madrasah hours only.

Class Dojo guidelines

- At least one parent for every child needs to be connected to ClassDojo.
- Madrasah office will message parents with connection instructions upon child registration or new academic year by Email or SMS.
- The Onus lies upon parents to check Class Dojo frequently for new updates messages, their child progress, please allow notifications from ClassDojo App.
- Students are required to finish their allocated work before the work assigned deadline, and to inform the office if any technical difficulties arise.

Zoom guidelines

Session times & logging on - in time of full remote learning

- Classes 1 & 2 are run in two 40 minutes sessions
- Classes 3 to 9 are run in three 40 minutes sessions
- You will receive the meeting details via post on ClassDojo.

- kindly ensure that your child logs into all of the sessions.
- Teach your child/ren how to log on by themselves in the event that they disconnected for any reason they will know how to get back online immediately.

Online Teaching and Learning Policy

This has been a new change and challenge for everyone and we have been working tirelessly to ensure we are able to achieve maximum effective teaching online within a limited time frame.

For the high & good quality of education to continue under these circumstances, it is necessary for teachers, students & parents to collaborate effectively. An important part of this environment is to maintain forbearance under these difficult and new situations.

Remote Learning platforms and structure

Madrasatus Salaam has opted for the use of Zoom & Class Dojo for online learning. The learning consists of three 40 minutes sessions for classes 3-9 & two 40 minute sessions for classes 1 & 2.

This policy aims to provide a guide as to the expectations for remote learning & teaching in unusual or exceptional circumstances when either where:

1. The Peace Centre may be inaccessible or have restricted access - the reasons for this Include but not limited to:
 - a. Loss of Utilities such as electricity heating or water
 - b. Lock down by Authorities due to Pandemic
 - c. Any circumstance during which it is not possible for the madrasah to deliver the curriculum on site.
 - d. If madrasah clashes with salah & programs in Ramadan
 - e. In line with government guidance, students, staff and families are self-isolating due to having had access to a test and this has returned a positive result for Covid-19 or being in contact with someone who tested positive or because they are display any of Covid-19 symptoms
 - f. the teachers being ill or any circumstances whereby they may not be able to attend the madrasah on site

Staff can expect students learning remotely to:

1. Seek help if they need it, from teachers or teaching assistants.
2. Complete all lessons & work on time.
3. Alert teachers if they're not able to complete work and tell them the reason.
4. Follow behaviour guidelines & display good mannerism.
5. Ensure that proper uniforme is adorned.
6. Dedicate time outside madrasah for self study.

Parents with children learning remotely are expected to:

1. Support their children's work, including finding an appropriate place to learn (not bed) and, to the best of their ability, support them with work encouraging them to work with good levels of concentration
2. Ensure that children are logged on to Zoom at least 5 minutes before the class time with their learning equipment at hand & in uniform
3. Should accessing Zoom or work on ClassDojo be an issue, parents should contact the madrasah Office promptly and alternative solutions may be sought for.
4. Office staff will provide trouble shooting for IT problems to the best of their ability however cannot guarantee that it may work as the device & its connection is based individually & differs from others.
5. Work given remotely will need to be uploaded on ClassDojo or email as required by their teacher.

6. Work that children complete at home should be kept safe in notebooks and must be brought back to madrasah.
7. To make use of the resources shared with them i.e. printing sheets,
8. Make the Madrasah aware if their child is sick or otherwise can't complete work.
9. Seek help from the school if they need it.
10. Be respectful when making any complaints or concerns known to staff.

Parents can expect through our remote teaching that, teachers aim to:

- Ensure that every student achieves in relation to their individual potential.
- Provide an inclusive education within a culture of high expectations of Remote Learning & Teaching.
- Make learning an enjoyable, interactive and challenging experience.
- Promote assessment for learning.
- Enrich the learning experience by using different forms of teaching tools eg.powerpoint.
- Ensure the achievement of students is known & acknowledged
- Ensure that parents are Informed regarding testing & assessments individually or as a whole

Online Learning Regulations and Guidelines

Supporting good behaviour ensures a productive online learning environment for all of our students.

Students are expected to join the remote lesson on time and behave with respect and courtesy throughout the lesson. All our teachers follow the Madrasah Behaviour Policy with regard to discipline and classroom management.

Rules, Regulations & Sanctions (outlined below) are discussed with students so that they are understood clearly. To be effective they are fair, consistently enforced as well as given for both badges for positive & negative behaviour in the form of class Dojo points.

For further guidance, see the online Behaviour Policy and Student Code of Conduct. These policies will still apply when the Madrasah is operating remote learning (online) and teaching.

Qur'aan Sabaq & class Dojo Homework Remote Learning

- It is necessary for students to have a dedicated amount of time which is out of remote learning (online) time to learn their Qur'aan sabaq given.
- Work set on class dojo will be a means of learning & must be completed. A system of rewards has been placed within class dojo and children will be awarded once they accumulate a certain number of points in a given month/term (varies according to teacher/class).

Requirements and Guidelines for Online Classes for Students:

correct uniform to be worn

device to be used should be fully charged & plugged in

before class starts all kitabs and stationery should be handy

students should be placed away from distractions and disruptions

students should be in a seated position, preferably using a table or a desk (not sofas and beds)

- camera should be in a fixed position (not held by hand, and not moving around)
- No direct sunlight towards the camera, if not possible close curtains
- join the meeting with audio and camera
- Upon joining you may need to wait a few minutes to be allowed to connect
- full face should be visible on the camera
- no swivelling on chairs
- no background noise (music, radio, tv, people chatting, siblings playing, etc)
- if disconnected, please connect again (do not assume that class finished unless told by the teacher)
- children not to use chats, unless instructed by the teacher
- children not to chat between themselves unless instructed by the teacher

- refrain from drinks and toilet breaks (these should be done before or after classes)

If you have children in the same class, please try to have 1 device per child and try to place them in different rooms. If not possible, please explain to them that they should not be interacting with each other.

For the young children, especially for Reception, class 1, class 2 and class 3, we do understand that they need help with setting up and settling in, which is perfectly acceptable. However this does not mean you should sit with your child throughout the whole lesson.

You can easily set the child up on the device, ensuring he/she understands the audio and camera functions. Let your child know that they should call for you if they're disconnected or need any help. Children are like sponges, and they can learn very quickly if given the chance and the method is explained.

Special requests to all parents:

- do not be visible on the camera if near your child
- ensure you are not heard; in case you really need to communicate with your child
- do not communicate with the teacher
- do not engage in conversation with your child
- do not allow siblings around the student during class
- do not teach your child while in class
- do not help your child with sabak or/and help with lessons when online
- ensure your child/ren are doing their sabak (as normally expected), and not only rely entirely on online classes

All the above requests to parents are to avoid distractions to your child/ren and other students, to protect the privacy of other students and to protect the privacy of our staff who are going above and beyond for the sake of YOUR CHILD/REN.

We completely understand that some of you may find it hard to follow the guidelines and requests. If that is the case then we request you withdraw your child/ren from the online classes, instead of becoming a distraction and disruption to other students.

If we find that any student or parent is not following the guidelines, we reserve the right to withdraw the student immediately from the Online Classes

Discipline Policies

-Attendance & Absenteeism.

Attendance

- Madrasah times: Monday to Friday 4:25 pm - 6:30 (to 6:40)pm – Please note - no students will be allowed in madrasah premises before **4.20** . Responsibility of children left alone lies with parents if they arrive before 4.20pm.
- All children are encouraged to be in Madrasah by 4:20pm.
- All children must be in class by 4:25 pm & registration will be taken at that time. Lessons will commence immediately at 4:30 pm.
- Timings may change during periods, due to Salaah times during Madrasah or any unforeseen circumstances. If this happens, all parents/guardians will be notified in advance insha Allah.
- Parents/guardians are requested to bring and pick up their children on time to & from the Madrasah. Parents are cautioned not to drop their children off earlier than 4:20pm as there is no one to oversee them & their safety is of vital importance.
- **Children may be kept in Madrasah for up to 10 minutes without prior notice due to work being completed or short detention.**
- To prevent congestion in the foyer & for the safety of all children at the end of Madrasah time, one class at a time will be let out.
- In winter, children from Class 3 upwards must stay for Salaah when Salaah times fall 10 minutes before or 10 minutes after Madrasah time.
- Attendance during Madrasah exams is mandatory. Failure to attend will result in failure in that particular exam.

Lateness

- Children arriving after 4.30pm will be marked late and **MUST** report to the office & sign in due to health & safety reasons.
- Sanctions for late arrivals after 4:30 pm will be marked as follows;
- 1st late = No action.
- 2nd late = A 10 minute automatic detention.
- 3rd late = A 30 minute detention. Notice will be given via SMS or Class Dojo.
- 4th late = A 1 hour detention.
- 5th late = Meeting with Parents & warning letter issued.

Timing for collecting children.

- Children must be collected at 6:30pm & at the latest by 6:40pm.
- If children are not collected by these times, there will be a charge for late collection: £5 per 30 minutes or part thereof per child. Payment will be due immediately. **Refer to late collection Policy below.**
- Children from Reception class to class 3, will need to be collected from the collection point.
- Children from Grade 4 upwards are not allowed to be loitering in the car park at the end of Madrasah or when waiting to be collected. The Peace Centre/ Madrasah will not be responsible for any incidents which may occur once a child has left Madrasah. Should you expect to be late due to unforeseen circumstances, kindly contact us immediately so alternate arrangements can be made.
- Salaah will be prayed in congregation in the hall of Masjid. Whenever Salaah times fall 10 minutes before and **after** Madrasah time, all children from grade 3 upwards must remain in Madrasah to pray Salaah in congregation.
- Younger children may also be given the opportunity to pray in the hall in Jamaat occasionally to help them learn about Salaah.

Late collection Policy

When parents do not collect their children on time the impact it has on them is great. This can result in anxiety and distress during their waiting time as they are unsure of where their parents are. Clearly this is not a good thing to happen to any child.

The impact on the Madrasah of having a child left behind at the end of the day is also great as it requires two members of support staff to supervise that child. This means that those staff will not be able to undertake their duties in preparation for children's learning the following day and this also incurs an additional staffing cost to the madrasah.

There are valid reasons or emergencies where the parents/carers have been delayed and, when the Madrasah is informed in advance of this, the office staff will always take an understanding view. However, some parents/carers appear to be unwilling to acknowledge the impact that this has on both their child and the Madrasah and seem to think that the madrasah is able to offer a free, out of hours childcare service.

It is because of these few who regularly pick up their child late with no prior contact being made. The madrasah will take the following firm action.

All parents/carers should be onsite and ready to pick up their children when Madrasah learning ends at **6.30pm**. Children who are not picked up by **6.45pm** will be taken to the Late Collection area where they will be supervised by support staff.

If it is the first occasion of late collection and the parent/carer has notified the Madrasah that they are held up then no charge will be made for the supervision of the child.

There will be a charge of **£5 per half hour or part thereof per child** applied to contribute to the cost to the Madrasah for supervision of children if one of the following applies:

1. A first occasion of late collection with no notification made by the parent/carer by 6.45pm.
2. A repeat occurrence of late collection by the parent/carer after 6.40pm.

The charge of £5 per half hour or part thereof per child will be expected to be paid on arrival. For example, if two children are collected after 6.45pm in the above circumstances, the parent would be charged a total of £10 per half hour for their supervision.

In line with the safeguarding policy if a child remains uncollected safeguarding processes will be started and a referral will be made to social services and to the police. Further attempts to contact parents to advise them of this will be made by staff.

Thank you for your continued partnership in safeguarding the children and supporting their learning and wellbeing.

Absence

The Madrasah should be treated like any other formal Islamic or Public school with regards to punctuality. Children should not be absent from Madrasah unnecessarily. Regular absenteeism could be raised as a safeguarding risk. Also will result in your child losing out on vital knowledge & barakah.

- We are required to check all absences and therefore the Madrasah must be informed by 4:30pm on the day/days of absence, via text if your child is going to be absent. **This will ensure the safety of your child especially if they walk alone to Madrasah.**
- Parents must email or text The Madrasah Office and give full details regarding their child's absence at least a day before to explain the reason for absence.

- If we do not receive an email or text to explain why your child is absent, their absence will be noted as unauthorised and all such absences will be closely monitored.
- Doctor's appointments should strictly be made out of Madrasah times.
- Absence due to any external school activity will only be permitted with prior approval from the Madrasah. Please request this type of leave in writing in advance and provide a copy of the school letter.
- Leave for school residential trips must be requested 3 months prior to trips accompanied with a copy of the school official trip letter.
- Only those requests for absence will be granted, which are generally accepted by schools. The Principal's decision will be final. If the class teacher or Principal has given written permission for absence, then this will be recorded as authorised absence.
- Attendance during Madrasah exams is mandatory .Failure to attend will result in failure in that particular exam.
- Unauthorised absence during exams could result in immediate exclusion from the Madrasah at the discretion of the Principal.
- Regular absence will result in a meeting with the teacher and escalate to the Liaison Officer, if absence continues. and your child could lose their place in Madrasah.
- Absence for 3 consecutive days or more without a valid reason and/or not providing a reason before absence is not acceptable and could be raised as a safeguarding issue.
- Regular absence can result in your child losing their place in Madrasah, be removed from the register and will have to re-apply for admittance.

Leave of absence

The Principal has the full right to accept/decline any request for leave. Leave of absence will only be authorised in exceptional circumstances as disruption to the child's Islamic education can have a negative impact.

- No child will be allowed to leave the Madrasah early unless prior notice is given with a valid reason, which must be done via a phone call or letter or text to the Madrasah Office. Students must be signed out by the parent who is collecting them. **They will not be sent out alone.**
- Any leave required outside of the official holidays must be requested in writing from the Principal prior to taking leave or booking holidays.
- There are no May half term holidays in the third term. No holidays will be authorised during this period of time.
- Onus lies on the parents to ensure that all work missed during absence is completed (refer to forecast sheets).
- In all instances fees will be due & must be paid on time.

Unauthorised leave

Failure to comply with the above regulations may result in your child losing his/her place in Madrasah.

After School Club/ Extra curricular activities

Children who wish to attend after school clubs/extracurricular activities **MUST** take permission from the Madrasah before committing to school. Permission will only be granted for one **30 minute** after school club/activity per week. After school activity forms can be obtained from the office. They must be filled in and returned to the office.

Any work which is missed will be the parent's responsibility to help their child to catch up.

Learning Club

Learning club is a tuition session after Madrasah, that may be offered by a teacher to a student whom they feel needs assistance. This time is generously given for the benefit of your child by our teachers at no extra cost to you. The time may vary from fifteen minutes to one hour as per agreement between the teacher and parent.

- During this time the teacher (Apa) will give them individual attention focussing on their specific areas of need.
- Please take advantage if you receive an invitation for your child to attend.
- This club will take place either on a Tuesday or as arranged with their teacher.
- If offered to your child, it is strongly recommended that your son/daughter attends.

Mobile phones, gadgets & toys

1. Possession and Use:

Mobile phones are a part of modern society and the madrasah accepts that many students will possess them. They are a useful tool, especially where the issue of safety during the journey to and from madrasah is concerned and the madrasah acknowledges that parents and students would want them to be available to achieve this. However, teachers and students have a right to teach and learn in an environment which is free from interruption by mobile phones and other such devices.

Mobiles phones in madrasahs present a number of challenges, including:

- Mobile phones interrupting lessons and disrupting the learning of others;
- Possible theft of mobile phones
- The ever -increasing sophistication of mobile phone technology, which increases the possibilities of inappropriate use, particularly with regard to video and photographic capabilities.
- The need of the students to be responsible with regard to the care of their possessions.
- The negative impact of social media and cyberbullying.

The madrasah recognises the benefits that mobile phones offer students and parents and realises that an outright ban would result in a loss of these benefits. However, it is the madrasah's responsibility to promote the safe and responsible use of mobile phones during madrasah time. Whilst the madrasah would prefer students not to have mobile phones in madrasah and would rather they use the existing facilities within madrasah, we realise that this cannot cover the period when students are travelling to and from madrasah. It is against the above background that the following policy is to be adopted.

2. Mobile Phones / smart watch- Policy

- Students are discouraged from bringing mobile phones / devices to madrasah.
- Students are reminded that they should use the madrasah's office if they need to contact their parents.
- Parents are reminded that only **URGENT** messages may be transmitted via the madrasah office staff during madrasah hours.

If parents choose to permit their child to bring a mobile phone to madrasah , the following rules apply:

- The madrasah accepts no responsibility for mobile phones and undertakes no responsibility to investigate misplacement ,loss or theft.
- Mobile phones may not be used at any time during madrasah time or on madrasah premises,i.e.between the hours of 4:20-6:40pm.
- Only Students from class 5 onwards are permitted to bring their mobiles.
- All mobile phones must be handed in to the class teacher at 4:25pm; any student who fails to hand their phone in will have it confiscated.
- Parents will be contacted to inform them of the confiscation and arrangements will be made for them to collect the phone.
- Once a child has had their mobile confiscated they will not be permitted to bring their mobile to madrasah again.

●Parents needing to contact their child urgently can do so, either by calling the madrasah office or by sending a text message .

3.Toys and Gadgets

The use of gadgets, smart watches MP3 players, computer games etc. are not allowed at all during Madrasah times. Contact can be made via the office for any urgent matters.

If it is **absolutely necessary** for a student to attend Madrasah with a mobile phone, the phone will be required to be given to the student's Apa/Moulana upon entry into Madrasah and collected at the end of Madrasah.

If these are found on a student during Madrasah time, whether they are being used or not, the mobile phone or any gadgets will be confiscated with no exceptions & returned after careful consideration at the end of term or at the discretion of the Principal.

If your child does not complete his/her work or pray the Noble Qur'aan or does not adhere to the disciplinary code, then this may result in any of the above disciplinary measures. On such occasions parents must be co-operative & supportive. Continuous non compliance will lead to further action being taken.

Damage & repairs or mess Policy

Any repairs which need to be carried out due to damage to As-Salaam property caused by your child will have to be paid for in full by you, the parent/guardian. The child will also be dealt in line with the Madrasah disciplinary procedures.

Any soiling or accidents smaller children make must be cleaned by you the Parent.

Behaviour Policy

Islamic tarbiyah (nurturing) is the key to a successful way of life. We, at Madrasatus-Salaam, endeavour to inculcate into our children the Sunnah of Rasulullah ﷺ The Hadith that encapsulates importance of good character is " the best amongst you are those with the most beautiful character & manners" Bukhari. Thus every child is encouraged towards good manners & rectification of character in order to achieve a level of spirituality. All children must adhere to the disciplinary code of the Madrasah and the Islamic way of life.

I AM A MUSLIM - CODE OF CONDUCT

The Madrasah encourages good conduct and good behaviour. To achieve this we have set some guidelines 'Code of Conduct' with regards to behaviour in the Madrasah All children are required to follow the rules which are normally given to children upon first entry into Madrasah. Please ensure that your child has one and it is understood, signed and kept in the green file. We request the parents to also encourage the children to follow these guidelines.

I understand & believe that my learning is always for ALLAH تعالى's pleasure In sha Allah, I will try to follow the sunan of Nabee ﷺ especially those I've learnt in Madrasah I believe that Allah is watching me at all times & Insha Allah I WILLs

We now have a system in place for both online and classes in madrasah. It is very important that your child understands that in any of these settings the utmost respect and focus for it is needed. To value what it is they are learning.

Online Behaviour policy

Before Meeting

- Correct uniform to be worn.

- Before class starts all kitbags and stationery should be handy
- Ensure your child/ren is logged into ClassDojo.
- Students should be placed away from distractions and disruptions
- Students should be in a seated position, preferably using a table or a desk (not sofas and beds)
- Device to be used should be fully charged & plugged in
- Devices must be secured to prevent it from continuously falling & causing a distraction.
- Camera should be in a fixed position (not held by hand, and not moving around)
- No direct sunlight towards the camera, if not possible close curtains
- Ensure Room light is on and at least the child's upper half is visible.
- Always choose "join the meeting with audio and camera"
- Upon joining you may need to wait a few minutes to be allowed to connect

During Meeting

- No swivelling on chairs
- Full face up to shoulders should be visible on the camera
- Avoid sitting on bed during remote learning session
- No background noise (music, radio, tv, people chatting, siblings playing, etc)
- If disconnected, please connect again (do not assume that class finished unless told by the teacher)
- Children not to use chats, unless instructed by the teacher
- Children not to chat between themselves unless instructed by the teacher
- Refrain from drinks and toilet breaks (these should be done before or after classes)
- If you have children in the same class, please try to have 1 device per child and try to place them in different rooms. If not possible, please explain to them that they should not be interacting with each other.

For the young children, especially for Reception, Class 1 & Class 2:

We do understand that they need help with setting up and settling in, which is perfectly acceptable.

However, this does not mean you should sit with your child throughout the whole lesson.

You can easily set the child up on the device, ensuring he/she understands the audio and camera functions.

Let your child know that they should call you if they're disconnected or need any help. Children are like sponges, and they can learn very quickly if given the chance and the method is explained.

We completely understand that it's a new situation for all parents, students and teachers. However, we must persevere for the benefit of our children.

Special requests to all parents: in order to avoid distractions to your child/ren and other students and to protect the privacy of other students and our staff.

- Parent must not be visible on the camera if near child
- Ensure you are not heard; in case you really need to communicate with your child
- No eating allowed
- Ensure the child visits the toilet before class time.
- No other devices should be with your child like a second mobile phone or gaming devices or remotes.
- Keep an eye out for messages and updates from the teachers through ClassDojo & Madrasah Office.
- Please contact Madrasatus Salaam Office Staff for any immediate online issues & fees & other non class work related issues.
- Any contact with teachers through ClassDojo, will be responded to at the teacher's earliest convenience.
- Do not engage in conversation with your child
- Do not allow siblings around the student during class
- Do not teach your child while in class

- when your child is online in session do not help your child with sabaq or/and help with lessons.
- Ensure your child/ren are doing their sabaq practice daily (this can also be done on ClassDojo) out of madrasah time (as normally expected).
- Text office at least 15 minutes before class starts if your child is going to be absent or late.
- Ensure that diary is sign as usual

Withdrawing your child/ren from the online classes will be regarded as leaving the madrasah, please refer to the leaving section in this policy for more information.

We reserve the right to remove the student immediately from the Online Classes should guidelines not be followed.

Anti-Bullying Policy

Every student should be able to learn in an environment free from bullying of any kind and in which they feel safe and supported. There is no place for bullying in our Madrasah and communities. Each of us involved in education has a role in creating a culture in Madrasah where bullying is not tolerated. No student deserves to suffer the pain and indignity that bullying can cause. We recognise the negative impact it can have on the educational experience and wider development of so many of our students. This applies to both the bullying of students and teachers.

Bullying is any deliberate hurtful behaviour, repeated over a period of time, which causes hurt, fear or distress to another person with the use of force, threat or coercion to abuse, intimidate or aggressively dominate another. The four main types of bullying are: ***verbal** bullying e.g. name calling, teasing, threatening directly against gender, ethnic origin, physical/social disability or personality.; ***physical** e.g. hitting, punching, kicking, inappropriate touching ***Cyber** e.g. misuse of technology, threatening emails, misuse of social media ***Indirect** e.g. spreading rumours, excluding someone from social groups.

This is an action that takes place SEVERAL TIMES ON PURPOSE = S.T.O.P

We encourage all students to Start Telling Other People if they are being bullied. If we work together we can try to put a **STOP** to bullying. We ask parents to contact the Teachers if they believe their child is being bullied. **We say S.T.O.P ...How we work together!**

Our Madrasah has careful record keeping & monitoring of all such incidents. There are many ways in which bullying can be tackled & in most cases the bullying problem can be solved.

Once bullying has been reported the incident will be dealt with by the member of staff who has been approached and then referred to the Principal. The student who has been bullied will be supported by the Madrasah in any way that the Madrasah deems appropriate & necessary.

In dealing with Bullying the Madrasah may do one or more of the following:

- Contact parents
- Use Madrasah sanctions example report, exclusion.
- Draw up a contract of behaviour where necessary
- Ask their Teacher to monitor their behaviour.
- Ask a Senior member of staff to monitor the bullying student's behaviour
- Implement conflict resolution/mediation/restorative gestures
- Notify the school of the student who is bullying, as well as the student being bullied. This is for benefit for all parties concerned in order for the school to address it as well.
- Contact the police for more severe cases.

What we will do to discourage bullying behaviour

- a) Work with parents, students and non-teaching staff to support and report bullying of any kind.
- b) Ensure that all students recognise that bullying of any sort will not be tolerated.
- c) Encourage students to follow the Madrasah rules and be actively involved in creating their own class rules.
- d) We will follow our Behaviour Management policy where it relates to bullying
- e) Encourage friendship pairs/groups to support isolated students e.g. circle of friends and listening partners.
- f) Use materials and resources, which promote the individual regardless of gender, ethnic origin, disability etc.
- g) Reassure victims that they are not to blame and recognise their distress.
- h) Monitor and review the policy.

What can you do if you are being bullied?

- a) Speak to a teacher IMMEDIATELY.
- b) Tell your parents or an adult you can trust.
- c) If you see someone being bullied, report it at once, it can be dealt with in confidence without you getting into trouble.

Records will be kept and monitored, of the frequency of incidents and parents will be informed
Please note a link to a detailed version of this policy can be provided.

Unacceptable Behaviour Sanctions

Discipline and behaviour are of paramount importance. **Misbehaviour & disrespect will not be tolerated at all!** Disrespect and/or abusive language directed to **any** Ustaadh/Ustaadha (teachers), **any** member of staff, students or visitors will result in strict disciplinary action.

Detention policy

The Madrasah has a detention policy which applies to all children, irrespective of age. Any Ustaadh/Ustaadha (teacher) or the Principal can give detention to any child if they consider it necessary. The Madrasah has the right to hold back the child in Madrasah for 10 minutes after the Madrasah ends for short detention without prior notice. If the child is given a longer detention, then a text/letter will be sent to the parent via text/ClassDojo or email to notify the parent/guardian in advance.

5 Steps Behaviour Policy

The Madrasah has a strict 5 step behaviour policy. If the student misbehaves then these steps will be taken in sequence, though some behaviour may result in immediate dismissal /expulsion.

PLEASE NOTE: NO VIOLENCE, BULLYING, RUDE & AGGRESSIVE BEHAVIOUR, RACISM, VULGARITY WILL BE TOLERATED. These serious offences may result in immediate expulsion.

A list of unacceptable behaviour & their sanctions have been provided below. Please note this list is not exhaustive. Please note chewing incurs a £1 fee

Minor issues include: Stage 1

- Not doing or completing work in class
- being disruptive /distracting others
- excessive talking/talking/disrupting the class whilst teacher is conducting lessons
- pulling, shoving or pushing
- chewing gum
- running in the Masjid hall

- littering
- continuously forgetting stationary/kutub

Sanctions

1. Step 1:- Writing of lines - Number at the discretion of the teacher.
2. Step 2:- 10 minutes ¶
3. Step 3:-30 minute detentions
4. Step 4:- 30 - 60 minute detentions
5. Step 5:- After 5 detentions/lines the parents will be called for a meeting with teacher
6. Light chores - Age appropriate chores given examples picking litter, neatenning of classroom etc

Chewing gum will incur a £1 fine (persistent chewing may be fined more) in addition to above

Major issues include: Stage 2

- throwing anything as well as harmful objects e.g. pencils
- back chatting
- using mobile phones in class
- cheating/copying in examinations
- inappropriate language/ swearing/ vulgarity
- rude & inappropriate behaviour including obscene hand gestures
- damage to Madrasah property

Sanctions

1. Step 1:- verbal warning given by Teacher - behaviour note sent home with lines or detention
2. Step 2:- second warning given by Head - behaviour note sent home with lines or detention
3. Step 3:- written warning & meeting with parents
4. Step 4:- suspension 3 - 5 days at discretion of Principal
5. Step 5:- dismissal/expulsion.

Severe issues include: Stage 3

- purposely injuring another student
- bullying behaviour (refer to bullying policy page)
- threatening & intimidating students
- physical violence
- continuous disrespect/disobedience/insolence to teachers
- racist/fascist behaviour

Sanction

- Immediate dismissal /expulsion

Unacceptable behaviour and sanctions for online classes

Minor issues include:

- Asking to go to the toilet within 15 mins of starting the session.
- Stationary not at hand
- Chargers not at hand
- Losing place of sabaq more than once
- Device not secured (keeps falling)

Sanctions:

- Lines - number given at discretion of staff member (handed in when they come into madrasah.) 2 times
- Verbal warning
- Meeting with parents online

Major issues include:

- Continuous late (3 or more)

- Eating during lesson
- Chewing Gum
- Leaving the view of the camera without permission.
- Not following instructions
- Inappropriate behaviour / language/hand gestures
- Logging out ahead of time.

Sanctions:

- Warning for that particular issue
- Removal from class
- Lines issued to be given when back at the centre.
- Meeting with parents
- Exclusion from online classes

Severe issues include:

- Disrespectful behaviour towards the teacher, including answering back.
- Bullying

Sanctions:

- Warning given (depending on severity)
- Meeting with parents
- Exclusion from online classes

The Madrasah reserves the right to dismiss a child at any stage of the above issues!

Rewards & Recognition

Reward System

As a form of encouragement children will receive rewards for good behaviour manners, effort & work. The following are some of the reward systems that can be attained.

- 'Star of the week' certificates for good performance and manners or for hard work.
- Gold stars & stars for achievements
- Certificates and gifts for good effort in learning, good behaviour.
- Certificate for attendance & 'Class of the week'
- Certificates for completion of Qaaidah as well as for completion of Qur'aan.

We also introduced a reward system (ClassDojo points) for those students who continuously make effort to learn their work and follow instructions & display good attentive behaviour which we would like to acknowledge.

Annual Competitions

Annual Qur'aan competition

Started 2018 to encourage memorization & love for Qur'aan This competition has 3 stages that run throughout the year and winners receive prizes.

General Competitions

Madrasah runs various other competitions throughout the year. Some run per class and some are for the whole madrasah.

FunDay - Team Building Day

Once a year we have a Fun Day which gives children the opportunity to take part in team building activities. This is usually a reward event that is held after the final exams. The Fun-Day is also to inculcate unity and respect & support for fellow students as well as give them a sense of identity & belonging. This is held either at Madrasah or at a park. Details & indemnity letters are given out nearer to the time.

Jalsah Award Certificates & Gifts

At the end of the academic year a Awards giving event is held. Students are awarded with certificates and gifts for hard work and effort as well as recognition for 100% attendance, good behaviour, excellent helpers, dedication and all round students.

Thereafter reports & class gifts will be handed to every student.

Students deliver some of the knowledge that they have acquired in Madrasah. The students work hard to display different performances based on the specific theme for that particular year. These vary from Qiraat, Ahadeeth, Nazams & plays to mention a few.

This time of year is a very exciting time for students. Students will come in early and after Zuhr Salaah in congregation enjoy a meal and get prepared.

Kutub/Books & Stationery Policy

Books/Kutub

- Books/kutub can be purchased from the Madrasah. Prices will be given at the start of the year. The price list is available from the office at any time.
- All books must be paid for **before** they can be given to your child.
- Please note some grade R kutub are not bound for safety reasons and are placed individually in folders/files.
- **Please ensure that all kutub are covered in clear plastic to preserve them. They are expected to be kept in good condition & free from any graffiti.**
- Any student who keeps kutub or any books relating to Madrasah in a bad condition or scribbled on or damaged must repair & restore it and they shall be dealt with accordingly.
- Juzdaans/ Madrasah bags are to be kept organised with only items relating to Madrasah in them.

Stationary

All students are required to come to Madrasah with all the necessary stationary; this will assist them to complete their work promptly. Please note the requirements for stationary:

Reception	2 Pencils, Sharpener, Eraser, Colour Pencils (Min 12pk)
Classes 1 and 2	A5 notebook, 2 Pencils, Sharpener, Eraser, Colour Pencils (Min 12pk)
Classes 3 and above	A4 200 page Pukka Pad or notebook with 5 dividers, 2 Pens (black or blue), 2 Pencils, 1 for Qur'aan only

Pukka Pads, Madrasah bags, Qur'aan Covers & basic stationery can be purchased from Offices

Required Books & Stationery

- The green folder will be given to new students at the time of enrolment/start of the year
- All Classes require Tasheel kutub (Fiqh, Aqaaid, History*, Akhlaaq, Ahadeeth, Duaa), the green folder, a diary, surah kitaab and a small water bottle no bigger than 500ml
- Please make sure to buy a new replacement if a book gets damaged or lost
- From Class 2 onwards, all children require A5 Notebook.
- From Class 3 onwards, all children require 5 divider project book.
- *Class 8 and 9 has Duroosul Quraan instead of history.

Reception: 3 Terms books, 2 Pencils, Sharpener, Eraser, Colour Pencils (Min 12pk)

Class 1: Tasheel kutub, Yassarnal Quraan 1 - Surah kitaab, A5 Notebook (for worksheets), Signing Diary, 2 Pencils, Sharpener, Eraser, Colour Pencils (Min 12pk)

Class 2: Tasheel kutub, Yassarnal Quraan 2 - Surah kitaab, A5 Notebook (for worksheets), Signing Diary, 2 Pencils, Sharpener, Eraser, Colour Pencils (Min 12pk)

Class 3: Tasheel kutub, Amma Para, Surah Kitaab, 5 Divider Project Book, Tajweed A5 Notebook, Signing Diary

Class 4: Tasheel kutub, Quraan, 5 Divider Project Book, Tajweed A5 Notebook, Signing Diary

Class 5: Tasheel kutub, Quraan, 5 Divider Project Book, Tajweed A5 Notebook, Signing Diary

Class 6: Tasheel kutub, Quraan, 5 Divider Project Book, Tajweed A5 Notebook, Signing Diary

Class 7: Tasheel kutub, Quraan, 5 Divider Project Book, Tajweed A5 Notebook, Signing Diary

Class 8: Tasheel kutub(No History), Quraan, Duroosul Quraan, 5 Divider Project Book, Tajweed A5 Notebook, Signing Diary

Class 9: Tasheel kutub(No history), Duroosul Quraan, 5 Divider Project Book, Tajweed A5 Notebook, Signing Diary

Parent Policies

Parent Behaviour Towards Staff Policy

Here at Madrasatus Salaam we will not tolerate any form of disrespectful or inappropriate behaviour towards Staff or volunteers by parents, guardians or any such persons.

If such behaviour is displayed then any of the following sanctions could apply at the principals discretion:

- A verbal/written warning and / or
- Immediate dismissal i.e. de-registration of your child from Madrasah.

Car Parking Policy

- Be courteous when leaving and entering the car park to avoid creating a traffic jam.
- Please be mindful of smaller children walking by.
- Please ensure you are not causing obstruction to anyone
- Under no circumstances should you be driving to the entrance of Madrasah to pick up/drop up your child.
- When parking please only use the designated parking bays.
- Please **do not use** the parking bays nearest to the centre, after the Disable area. Use the right side of the car park when entering.
- If you are utilising a disabled bay please ensure you display YOUR valid badge.
- Vehicles should be reversed into the parking bay.
- If no parking is available please park outside the shops and near the pub. Please do not park on the grass or stop in the middle of the road.
- You can park in the car wash when closed, ensuring you are not blocking the taxi office.
- DO NOT drop your child/ren when not parked properly.
- **Finally, all children from Reception to class 3 should be accompanied to the Madrasah entrance as well as picked up from designated exits**

Procedure for non-compliance of above Car Parking Policy

1. First Occasion - The Parent/Guardian will be advised and reminded verbally or via a message to follow the Madrasah Car Parking Policy at all times.
2. Second Occasion - A written warning will be issued.
3. Third Occasion - A meeting will be arranged between the Principal and the Parent/Guardian to discuss the reasoning in constantly failing to follow the Madrasah Car Parking Policy.
4. Fourth Occasion - The Child/ren of the Parent/Guardian in question will be de-registered from Madrasah.

Let's all work together and proactively for the safety of our children

Complaints Procedure

Our Madrasah believes that the students and parents are entitled to raise any concern that they might have with the relevant member of staff.

- All concerns must be made by letter or by e mail for the attention of our Liaison Officer
- The Liaison Officer and all those involved in handling the complaint will make every effort to resolve the matter quickly and amicably.
- Response to complaints will be made within a reasonable period of time,
- And any meetings held will be documented and recorded.
- Where necessary appropriate action will be taken.
- If this does not achieve the desired result, then matters must be taken to the principal for dealing with concerns.
- We aim to bring all concerns to a satisfactory conclusion for all of the parties involved.
- It is our aim to inform parents of the outcome of any investigation that is deemed necessary within 28 days of making the complaint at any stage of the complaints procedure.

Health and Safety Policy

Medical

- Please ensure that any medical conditions that your child may have e.g. use of an inhaler or any allergies etc, **are noted on the admission form**.
- If your child is unwell and requires medication to be taken during Madrasah time, you are welcome to come and administer the required medication as we will **not** administer any medication.
- Should your child feel ill during Madrasah, you will be contacted by the Admin staff to inform you and if necessary your child may need to be collected.
- Please contact the office if your child is going to be absent for whatever reason e.g.; medical appointment, illness etc.
- If your child has any of the following symptoms, please keep your child at home until the symptoms have cleared: Symptoms or signs of possible severe illness, such as;
 - Uncontrolled coughing,
 - High Temperature
 - Diarrhoea
 - Runny, watery, or bloody stools within the last 12 hours
 - Vomiting 2 or more times in the last 24 hours

Injuries

- Any minor injury occurred during Madrasah time will be attended to by our trained First Aid staff and a note will be sent to you with your child.
- Any injuries that occurred out of Madrasah will be noted by staff and you will be required to sign an Out of Madrasah Injury Form. We are by law, required to document any injuries as part of the Safeguarding Children's Policy requirement.

The full health and safety policy can be read at the office

Safeguarding Children & Child Protection Policy

If any safeguarding concerns are brought to the attention of the staff at the Madrasah, they will be reported to the Principal/Safeguarding Leads who **may** need to forward information to the Leicester social services department **without prior notice or permission of parents**.

- Any reports of this kind are kept highly confidential.
- Our Safeguarding Policy may be viewed at the Admin office upon request.

We run a compulsory safeguarding training for parents once every two years. Attendance is compulsory for at least one parent/guardian of each student in Madrasah.

Authorising individuals to pick up your child:

Please notify the office if you wish to nominate someone else to collect your child on your behalf. You may authorise as many individuals as you wish on the authorisation form which is obtainable from the Madrasah office.

We will not allow your child to leave with an unauthorised person; this is for the safety & protection of your child.

Fire Drill

Introduction

The priority of the madrasah is to minimise the risk to life and to reduce injury by maintaining the fire safety integrity of all school premises. The fire safety policy, fire evacuation procedures and risk assessments at the institution have been designed in such a manner as to help all members of the school community, and our visitors, to respond calmly and effectively in the unlikely event that a fire occurs.

Role of the Mosque Fire Officer:

The Property Surveyor is the designated School Fire Officer who has overall responsibility for ensuring that:

1. This Fire Safety Policy is kept under regular review by the management team.
2. The information contained within the Fire Safety policy is made available to all members of the mosque community.
3. Clear, written instructions on the course of action to take in the event of an emergency are displayed in all areas of the school, with additional information being given when large numbers of visitors are on site.
4. Clear, written instructions are freely available for all visitors to the school and these instructions contain full information on the course of action to be taken in the event of an emergency.
5. Contractors working for the mosque will be given written documentation detailing the procedures that they should follow whilst working on the madrasah/ masjid site, and also informing them of the madrasah's / masjid's procedures in an emergency situation.
6. Basic fire training is given to all employees at least annually and in the induction sessions given to all new employees upon commencing work at the mosque.
7. Emergency evacuations and fire practices are carried out.
8. The integrity of all fire prevention systems and equipment in place is maintained in good working order.

Emergency 'in case of fire notice'

1. 'Incase of fire notices' adapted specifically for each building and backed up by compliant fire signage will be used to facilitate the safe evacuation of the building.
2. The 'Incase of fire notices' displayed in prominent positions throughout buildings and will follow the following format:
 - a) The actions to be taken upon discovery of a fire.
 - b) The actions to be taken to reach the assembly point safely with special regard to the needs of any disabled person(s).
 - c) The actions to be taken upon reaching the assembly point.

Briefing of new members of staff and students, contractors and visitors to the school:

The madrasah recognises the importance of making sure all those on the premises are aware of how they should respond in an emergency situation.

All new members of staff and new students will be given a briefing on the madrasah's emergency procedures on their first day.

This briefing will include:

- 1) The importance of ensuring that individuals are familiar with the routes of escape and emergency exits in the buildings in which they will work/live.
- 2) Familiarisation with the systems in place, i.e. how to operate a 'Break Glass' point, _location of the defined assembly point.
- 3) The importance of adhering to the evacuation procedures and how 4. the importance of 'good housekeeping' in all buildings and the systems in place to draw to the attention of the Madrasah Fire Officer any issue that may be of concern.

All visitors to the madrasah should be made aware of, and given a copy of the madrasah's "visitor Safety Leaflet" by their host. This leaflet will be available from the office. Contractors to the madrasah will be given detailed Health & Safety documentation upon being awarded the contract and this will include specific information on the course of action to be taken by their operatives in the event of an emergency situation developing whilst they are on site. Contractors will also be required to ensure that their work processes do not compromise any aspect of any fire safety system in place. Disabled staff, students and visitors (even if

only temporarily disabled) should be given one to one instruction on the madrasah's fire safety procedures by their host, and adjustments agreed with all parties.

Training

All employees of the madrasah will receive basic fire training annually. This will emphasise the importance of fire prevention and the safe evacuation of a building rather than on how to actually 'fight a fire'. Additional training of individuals will be given as necessary as determined by a risk assessment.

Fire Prevention methods

The following fire prevention measures are in place at madrasah

1. Escape routes in all school buildings are kept clear and unobstructed.
2. Fire evacuation notices and compliant signage are prominently displayed throughout all buildings.
3. Fire extinguishers are located in all madrasah/masjid buildings and are maintained in a good working condition by a professional company contracted by the madrasah/masjid. The location of such equipment is as defined by visiting Fire Officers from Shropshire Fire & Rescue, from our professional advisors or by Building Regulations.
4. All installed fire detection systems trigger sounders located throughout the building and in some areas visual beacons are also activated.
5. Emergency lighting systems are installed to all emergency exits and escape routes and these are regularly tested.
6. All installed fire systems are tested weekly by the Works Department and logged in individual log books held in each building.
7. Comprehensive information is kept by the Estates Department with regards to the location of emergency gas & electric shut off points, hydrants etc. The individual fire risk assessments undertaken for the main mosque building contains detailed information of services and utilities.
8. Minor works certificates and/or electrical installation certificates are required for all electrical work undertaken by outside contractors.
9. The madrasah undertakes fixed electrical installation tests to all buildings on a rolling programme.
10. The installation of lightning protection systems is ongoing and all testing and a specialist contractor undertakes the servicing of the systems.
11. All gas installations and services are carried out by qualified engineers and all necessary records are kept.
12. Flammable rubbish is not allowed to accumulate in buildings and the central processing of the general waste and storage of recycled goods is away from buildings.

Fire Risk Assessments

1. A generic Fire Risk Assessment has been undertaken for the whole school site as well as more detailed assessments for individual buildings.
2. Assessments will be reviewed by the Madrasah's Fire Officer.
3. In the normal course of events, Fire Risk Assessments for individual buildings will be reviewed at least annually on a rolling programme. All Fire Risk Assessments are held by the Estates Office with copies being held on the staff intranet site.
4. The management team should read those that apply to them and any comments on how to improve them are always welcome.

Monitoring

Madrasah will review this policy annually and assess the implementation and success of the policy. Should any concerns arise in the effectiveness of this policy, they will be immediately dealt with.

All children are required to follow the Madrasah safety rules and strictly follow the instruction of the teachers during any emergencies.

Fire drills are a precautionary measure for the safety of the students and are regularly done to remind the children of the procedure should an unlikely event a fire take place.

Exiting the building

Students will leave the building in the manner prescribed for each classroom. Teachers will provide this information and explain the procedure in case of a fire drill and teachers will indicate the exit route to be used and direct all students to a predetermined assembly point. Anyone who is not in class when the fire alarm sounds must immediately go to the assembly point from the nearest clear exit.

All students are required to follow the following instructions:

- All books and materials must be left and
- Students are to leave the building in a single file in a quiet and orderly manner.
- No running as running creates panic and
- to refrain from conversation, and
- To walk independently of others during fire drills. [no overtaking]

Each teacher will be responsible to ensure that the register/roll call is taken and reported to the nominated person in charge of evacuation to verify that everyone is accounted for.

Assembly Point

The area outside the Madrasah premises that is designated as the assembly point is the car park and the green closest to the road.

Returning to the building

- In a single file, the students will return to the building and their classrooms in an orderly fashion. The register must be taken by every teacher in their classrooms.
- Students may not leave the Madrasah property during the emergency and are not to get into any vehicle during a school evacuation.

False Fire breaking a fire alarm point without good cause will result in disciplinary action.

Data Protection Policy - Privacy Notice

In accordance with **Data Protection Act 2018 (GDPR)**, individuals have the right to be informed about how Madrasah-Salaam uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **students and their parents/guardians**.

In accordance with **Data Protection Act 2018 (GDPR)** all personal information regarding you and your child will be kept confidential, will be held on file and will only be released to any third party, Government Agencies, Police, Courts of Laws where required to do so by law, and in accordance with our policies and or for safeguarding referrals without prior permissions or notice.

We, Madrasatus-Salaam, are the 'data controller' for the purposes of data protection law.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students and their parents/guardians includes, but is not restricted to:

- ❖ Contact details, contact preferences, date of birth, identification documents
- ❖ Results of internal assessments
- ❖ Students and curricular records
- ❖ Characteristics, such as ethnic background, or special educational needs
- ❖ Exclusion information
- ❖ Details of any medical conditions, including physical and mental health
- ❖ Attendance information
- ❖ Safeguarding information
- ❖ Details of any support received, including care packages, plans and support providers
- ❖ CCTV images captured on-site

We may also hold data about students and their parents/guardians that we have received from other organisations, including other Schools, Madrasah and Social Services.

Why We Use This Data

We use this data to:

- ❖ Report to you on your child's attainment and progress
- ❖ Keep you informed about the running of the madrasah (such as emergency closures) and events
- ❖ Process payments for madrasah services
- ❖ Provide appropriate pastoral care
- ❖ Protect student welfare
- ❖ Administer admissions waiting lists
- ❖ Assess the quality of our services
- ❖ Comply with our legal and statutory obligations

Our legal basis for using this data

We only collect and use personal data of students and their parents/guardians when the law allows us to.

Most commonly, we process it where:

- ❖ We need to comply with a legal obligation
- ❖ We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- ❖ We have obtained consent to use it in a certain way
- ❖ We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use personal data of students and their parents/guardians, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal data of students and their parents/guardians overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about students and their parents/guardians is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about students and their parents/guardians while they are attending our Madrasah. We may also keep it beyond their attendance at our Madrasah if this is necessary in order to comply with our legal obligations.

The record retention schedule within our GDPR policy sets out how long we keep information about students. This policy may be obtained by requesting it via email or telephone.

Data sharing

We do not share information about students and their parents/guardians with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students and their parents/guardians with:

- ❖ **Our local authority** – to meet our legal duties to share certain information with it, such as concerns about students' safety and exclusions
- ❖ **The Department for Education (a government department)** – we share data with the Department for Education on a statutory basis. We are required to share information with the (DfE) under regulation 5 of The Education (Information about Individual students) (England) Regulations 2013.
- ❖ **Service Providers** – so that they can provide the services we have contracted them for
- ❖ **Financial organisations** – to administer the financial aspects of your relationship with us. We appoint external and internal auditors who will see some students' personal data during the course of their investigations.
- ❖ **Central and local government** – to give and receive information and references about past, current and prospective students, including relating to outstanding fees or payment history, to/from any educational institution that the student attended or where it is proposed they attend and to provide reference to potential employers of past students.
- ❖ **Health authorities** – We need to share information about student's health and wellbeing with the NHS, Department of Health, the nurses, immunization team, GP, Public Health etc... to safeguard and promote student health and welfare, prevent the spread of infections, and to protect against life threatening diseases some of which may pose a public health concern. The NHS also use information about students for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them.
- ❖ **Security organisations** – to operate security (including CCTV) in accordance with the Madrasah's CCTV policy; and where otherwise reasonably necessary for the Madrasah's purposes, including to obtain professional advice and insurance for the Madrasah
- ❖ **Health and social welfare organisations** – to safeguard student welfare and provide appropriate pastoral (and where necessary, medical) care, and take appropriate action in the event of an emergency, incident or accident, including by disclosing details of their medical condition where it is in their interest to do so: for example, for medical advice, social services, insurance purposes or to organisers of Madrasah trips; **Professional advisers and consultants** – to assist the Madrasah in fulfilling its obligations and to help the Madrasah run properly.
- ❖ **Police forces, courts, tribunals** – to fulfil and monitor our responsibilities under equalities, immigration and public safety legislation. We will need information about any court orders or criminal matters which relate to students. This is so that we can safeguard students' welfare and wellbeing and the other students at the Madrasah. We need to share information with the police or our legal advisers if something goes wrong or help with an enquiry. For example, if a student is injured at Madrasah or if there is a burglary.
- ❖ **Professional bodies** – in accordance with Data Protection Law, some of the Madrasah's processing activity is carried out on its behalf by third parties, such as IT systems, web developers and cloud

storage. Where possible this is subject to contractual assurances that personal data will be kept securely and only in accordance with the Madrasah's specific direction.

Your Rights

Individuals have a right to make a 'subject access request' to gain access to personal information that the Madrasah holds about them.

Parents/guardians can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data.

If you make a subject access request, and if we do hold information about you or your child, we will:

- ❖ Give you a description of it
- ❖ Tell you why we are holding and processing it, and how long we will keep it for
- ❖ Explain where we got it from, if not from you or your child
- ❖ Tell you who it has been, or will be, shared with
- ❖ Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- ❖ Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our Senior Management Team.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- ❖ Object to the use of personal data if it would cause, or is causing, damage or distress
- ❖ Prevent it being used to send direct marketing
- ❖ Object to decisions being taken by automated means (by a computer or machine, rather than by a person) In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- ❖ Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Senior Management Team.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Senior Management Team.

Leaving/withdrawal from the Madrasah

1. Parents are required to give six weeks' notice in writing during Term time if they wish to remove their child from the Madrasah.
2. Should you decide not to send your child for the new academic year then notice must be given at the beginning of 3rd term.
3. If you wish for your child to leave Madrasah before the year ends & you are on the 12 month payment plan, you will be required to pay the difference of fees according to the number of months outstanding. This is £6.50 per month
4. If the child is removed without due notice or notice is given in the holidays then the fees for the notice period must be paid in full i.e 6 weeks at the rate of £53.00 per month.
5. Failure to pay may result in the Madrasah's lawyers contacting you for payment. Legal fees will be added to the outstanding amount owed by you, the Parent.
6. References/child character reports will only be given upon completion of the 6 week notice period & all fees being paid in full.

Refunding

- For over payment queries of any kind, we will, upon investigation & confirmation endeavour to refund within 1 to 3 months
- There will be no refund of fees for any child who has been excluded.

Re-Enrolment

For re-enrolment a new application form will have to be submitted, along with an administration fee of £50.00 Only then will the application be considered. Please note, the application may be subject to a waiting list.

Madrasah Home Agreement

The Madrasah Home Agreement outlines the respective responsibilities of Parents Guardians & students in working together with the Madrasah Staff

AS A STUDENT I WILL ENDEAVOUR, AT ALL TIMES, TO:

- Follow the teachings of the Holy Qur'an & the excellent ways of the Prophet Muhammad ﷺ at all times.
- Attend Madrasah on time, wearing the correct uniform & bring all the books/stationary etc for lessons.
- Behave well & Islamically at all times
- Work hard to achieve targets set by my teachers.
- Improving teaching & studying by allowing every teacher to teach & every student to study i.e. not to be disruptive.
- Recite Qur'aan daily
- Never to bully anyone or use physical violence and to report any incidents of bullying to a member of staff.
- Treat everyone equally and fairly.
- Not to swear or use bad language in any language.

- Make sure our Madrasah is a pleasant environment to learn in, by keeping it clean & tidy at all times.
- NOT to vandalise or allow our Madrasah or any premises to be vandalised and will report all incidents to a member of Madrasah staff.
- Pass all letters, notes and reports to parents on the day they are given
- Talk with my teachers about any concerns in & out of Madrasah.
- Listen to & try to understand other student's points of view.
- Use Madrasah facilities & equipment appropriately in line with the aims & objectives of our Madrasah.
- Move around the Madrasah safely without running shouting.

AS PARENTS/CARERS WE WILL

- Ensure our child attends Madrasah regularly and arrives 5 minutes before the start of Madrasah.
- Ensure our child is properly equipped & in the correct Madrasah uniform in line with the Madrasah policy.
- Encourage our child achieves 100% Madrasah attendance
- Contact the Madrasah before 4:30pm to report absence & provide a note of explanation for absence on my child's return.
- Collect my child on time from Madrasah
- Avoid taking our child on holidays except Fard Hajj, during term time
- Ensure that my child understands the rules & policies of madrasah.
- Help & support our child both at home & in Madrasah to develop Islamic tarbiyah & behaviour & follow sunnah.
- Support all Madrasah policies particularly on behaviour & discipline.
- Ensure that our child recites Qur'aan daily & support our child in their work and check it is completed.
- Encourage our child to participate in all aspects of Madrasah life.
- Attend parents' evenings to discuss our child's progress and bring the student/child if required.
- Inform the Madrasah of any problems or concerns that might affect our child's progress or behaviour.
- Complete any necessary forms required by the Madrasah and return them on time.
- Contact the Liaison Officer should I have any complaint
- Pay Madrasah Fees timeously monthly (via standing order)
- We will NOT behave in a disrespectful or inappropriate manner towards any member of staff or volunteer of the Madrasah.

The Madrasah management reserves the right to alter or amend the rules and regulations and policies as necessary without prior notice.

Web Resources

www.peacecentre.org.uk

<https://edu.peacecentre.org.uk/>

Fees

1. Our fees are payable over 12 months annually
2. **Fees are reviewed annually and may be subjected to change as and when deemed necessary.**
3. You can find out our current fee structure in the fees section at the end of this policy booklet.
4. There is a one off administration fee of £40 (non-refundable) per child upon admission to Madrasah.

5. Madrasah fees are subject to an annual increase.
6. There will be no refund of any fees that have been paid if a child is excluded for any reason
7. Failure to pay fees: the Failure to make payment of fees by the end of any month can result in
 - a. an admin fee of £10.
 - b. The termination of the agreement and the discontinuation of your child/rens' studies from the Madrasatus-salaam with immediate effect.
 - c. The Madrasah also reserves the right to take further action and make use of legal services to retrieve any amount outstanding in accordance with the Madrasah terms and conditions. All legal costs will have to be incurred by the parent/guardian responsible for the fees.
 - d. We will liaise with external agencies and organisations to inform them if you decide to join other organisations while having outstanding fees
8. If you have any queries regarding fees please see the admin staff in the office.

Fee structure for 2024-2025:

Fees are reviewed annually and may be subject to change as and when deemed necessary. Our new revised fee structure, from 1st April 2024 onwards is as follows:

Fees are now £55 per child, per month, for 12 months, payable by standing order.

Fees must be paid at the beginning of each month. Fees paid by the 7th of the month will receive a discounted rate of £48 per child.

ALL FEES MUST BE PAID VIA STANDING ORDER USING THE DETAILS BELOW.

Madrasatus-Salaam bank details:

Account Name: As-Salaam Trust Education

Account number: 2033 9260

Sort code: 30-98-90

Reference: YOUR CHILDS/CHILDRENS NAME/S

If for some reason you cannot pay via standing order, please contact the office immediately.

Please note that there will be an extra charge for any cash payments.

Admission Form

Express interest in enrolling in madrasatus-Salaam online form: <https://forms.gle/TTX4oSXHFbTiEKr57>
alaam online form: <https://forms.gle/TTX4oSXHFbTiEKr57>

Madrasah Calendar 24/25

In the next page...

Academic calendar 2024/25 UK

August 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
H				1	2	3	4
H	5	6	7	8	9	10	11
H	12	13	14	15	16	17	18
H	19	20	21	22	23	24	25
	26	27	28	29	30	31	

September 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
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	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

October 2024							
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	14	15	16	17	18	19	20
H	21	22	23	24	25	26	27
	28	29	30	31			

November 2024							
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	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
E	25	26	27	28	29	30	

December 2024							
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	16	17	18	19	20	21	22
H	23	24	25	26	27	28	29
H	30	31					

January 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
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	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

February 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
H	17	18	19	20	21	22	23
E	24	25	26	27	28		

March 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
						1	2
	3	4	5	6	7	8	9
E	10	11	12	13	14	15	16
E	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

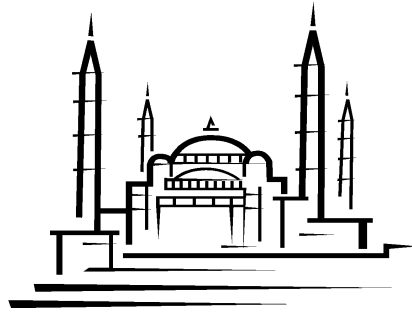
April 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
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	7	8	9	10	11	12	13
H	14	15	16	17	18	19	20
H	21	22	23	24	25	26	27
	28	29	30				

May 2025							
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	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

June 2025							
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	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

July 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5	6
	7	8	9	10	11	12	13
H	14	15	16	17	18	19	20
H	21	22	23	24	25	26	27
H	28	29	30	31			

MADRASAH TERMS				STARTING		ENDING			
TERM 1 - 79 DAYS (13 WEEKS)				27/08/2024		20/12/2024			
TERM 1 EXAMINATION				25/11/2024		06/12/2024			
TERM 2 - 65 DAYS (12 WEEKS)				06/12/2024		11/04/2025			
TERM 2 EXAMINATION				24/02/2025		21/03/2025			
TERM 3 - 52 DAYS (11 WEEKS)				28/04/2025		11/07/2025			
TERM 3 EXAMINATION				16/06/2025		04/07/2025			
KEY DATES & COLOUR CODES 2024/25				Please note all Eid Dates are subject to moonsighting					
27 th Aug - Start Reception	28 th Aug - Start All classes	Holidays	Written Exams	Oral Exams	Madrasah Club	Time Change	Eid	Funday	Jalsah Tentative
Written Exams Class 3-8			Exams Class R to 2						
26 August '24	August Bank Holiday	1 January '25	New Year's Day			5 May '25	Early May Bank Holiday		
25 December 24	Christmas Day	18 April '25	Good Friday			26 May '25	Spring Bank Holiday		
26 December 24	Boxing Day	21 April '25	Easter Monday						



Please print only this page and fill in the Declaration & signature below and return it to the Madrasah.

Cut on the dotted line

.....

Declaration & Signature

I, the undersigned, _____ (Print Name)

Parent of _____ have read the madrasah Policy & hereby accept the complete Madrasah policy and agree to adhere it. I fully understand that if I or my child fail to follow the Madrasah policy, my child may lose their place in the Madrasah.

Signed: _____

Date: _____