

## AR-RAHMAH ACADEMY

### RULES AND REGULATIONS FOR EVENING ISLAMIC COURSES

1. Applicants must meet all requirements for the course being applied for.
2. A child will be initially on a trial period of two months.
3. The following will be required at the time of confirmation of a place for the applicant:
  - a. Birth certificate (if asked for)
  - b. Admission fee (see below)
  - c. Bank details to set up the standing order, if applicable (see clause 7 below).
4. The dress code for students is as follows:

#### **Boys:**

*Topee* (cap)

*Kurta* (long shirt, length must reach below the knees)

Trousers (the ankles must remain uncovered)

#### **Girls:**

*Jubba* (simple black and loose fitted reaching the ankles)

*Qamees* (long shirt, length reaching below the knees and with long sleeves)

5. Any style of hair or beard should be in accordance with Islamic teachings.
6. Any pupil who does not adhere to the Madrassa uniform will firstly be given a verbal caution. If the problem persists parents will receive a written notice. In the event of the problem still not being resolved the pupil will be excluded from the Madrassa.
7. Admission fee for all classes is £20.00. This is non-refundable and non-transferable.
8. Fees for Alimah/Hifz courses are £300 per year and for Nazirah classes £192 per year. Payment, if by standing order, will be on a monthly basis and if paid by cash quarterly. Fees are payable in advance and subject to change.
9. There will be an annual one off payment for text/exercise books and stationary of £20. ( Nazirah Class pupils only)
10. Permission must be sought for leaving early, lateness or staying absent by telephone or letter prior to the absence whenever possible.

- 11.** Parents are to meet the cost of all study materials (writing books, textbooks etc.)
- 12.** The dates of holidays will be notified at the beginning of each academic year.
- 13.** No more than 2 weeks authorised additional holidays will be given per year so that disruption of the child's education is kept to a minimum. No unauthorised holiday is allowed.
- 14.** Out of Madrassa hours, members of staff will not discuss anything associated with the Madrassa. If you need to speak to any member of staff you can contact the Academy office (01257 220067/07812369804) to arrange a meeting with the Head teacher or relevant member of staff.
- 15.** All visitors entering the Academy should come directly to the office. Going beyond the office into the classrooms or corridors is strictly prohibited.
- 16.** Misconduct from students such as verbal abuse, graffiti, physical violence etc. may result in the implementation of disciplinary measures up to suspension and expulsion. The decision will rest solely with the head of discipline. Disrespect to teachers will be dealt with a similar way.
- 17.** In the event of suspension or expulsion pupils/parents have the right to appeal within 7 days, which will then be put forward before a committee that will comprise of both staff and neutral non-staff personnel; however the final decision remains with the head of discipline.
- 18.** Any reading material which is not related to the curriculum is not allowed. Mobile phones, mp3 players, iPods and other electrical audio output devices are now strictly prohibited in the Academy. If your child is seen with any of the above they will be suspended and persistent offenders will be expelled.
- 19.** Change of address and contact details must be notified of immediately, in writing.
- 20.** Any student who does not sit the final year-end examination may have to re-sit the year.
- 21.** Home times are fixed for each class. Parents coming to collect their children should arrive on time. Males must use the front door at all times; the side door on Charnock Street is for ladies only. If parents/guardians are going to be late to collect their child/children, they must inform the Academy so the children can be kept safe in the Academy.