

Madrasah Al-Furqān

North Evington Deeni Cultural Centre. 298 East Park Road. Leicester. England. LE5 5AY



Rules and Regulations & Guidance Notes for Parents

Our Objectives

To provide the highest possible standard of religious, spiritual and moral education to every child, within the limited time we have with them. We hope that over the period they spend with us we create awareness in them of their responsibilities as Muslims and in general as individuals of the wider community.

Our aim will be to treat every child as our own, but these objectives can only be fully accomplished if there is mutual understanding of responsibilities and co-operation between teachers, parents and the child alike.

General Rules and regulations

1. All applicants will be admitted on a one month trial.
2. Only a child who has started full time school will be admitted into the Madrasah.
3. Students will be required to comply with Islamic teachings.
4. Students must observe Islamic dress – code and must be neat and tidy at all times.
5. The times of Madrasah Will be decided by the Madrasah Management.
6. The parents must ensure that their child learns/prepares his/her lessons daily.
7. The Madrasah has the full right to dismiss any student for misconduct or breach of rules and regulations

Madrasah preparation

The Madrasah will expect the parent/guardian to ensure their child/children have prepared for their lessons. Below is the advisable and minimum time your child should be reading on a daily basis.

Class	Required Reading time at home
Year 1 and 2	30 mins
Year 3 – 5	35-40 mins
Year 6 – 8	35-45 mins
Hifz Class	2 Hours
In addition to this, 1 hour should be spent each weekend revising.	

Rewards

Rewards are a great incentive for pupils and are a means of encouragement. Based on points and stars achieved each month students will be given certificates and awards. The current system includes, monthly certificates for year 1-4 based on star targets each month and gold, silver and bronze awards each month for the rest of the Madrasah.

There is also a monthly award for the best performing student each month. All rewards will be presented in an achievement assembly held in the first week of each month in recognition of the excellent work done.

Punctuality of time/Early leave & Vacations

1. All students must arrive by 5.00pm after which the doors will be closed (unless prior permission has been obtained). No excuse will be valid for coming late or staying absent except where permission is sought by prior to incident.
2. A child wishing to take early leave due to a valid reason will only be marked present providing a full lesson i.e. 5.00pm to 6.00pm is attended.
3. A child wanting early leave must be collected by parent/guardian, or else leave will not be given.

4. Parents wishing to take children on holiday must make bookings during the school vacations. If, due to unavoidable circumstances, the child requires leave, permission must be taken at least two weeks beforehand. Failure to do this may result in your child being dismissed from the Madrasah.
5. A child taking leave of 2 weeks (10 days) or more without prior permission or the agreement of the madrasah management will have to re-apply on return and the Madrasah will be under no obligation to take such a child.
6. If an exam or assessment is missed due to absence (unless where a medical note can be provided), it will result in failure for that subject. Failure to attend end of year exams can result in dismissal from Madrasah.
7. 15% of unauthorised absence will result in 15% of annual examination marks being deducted.

Cleanliness

1. A child must be closely scrutinised at home to see whether purity of body and clothing is maintained especially after going to the toilet.
2. All children must be made aware of the importance of cleanliness – not standing and urinating, using water after relieving oneself and making wudu before touching the Quraan.
3. All children must come to the Madrasah with clean and presentable clothing.

Madrasah Uniform

The Madrasah requires all students to observe its dress- code.

1. Madrasah uniform for girls:
 - Scarves/abayas, should be black, opaque and of sufficient length.
 - Traditional Indian/Pakistani clothes should be worn under the abayas and **not jeans**.
2. Madrasah uniform for boys:
 - Jubba/Kurta should be sufficient length – below the knees and above the ankles.
 - The lower garment (trouser/izar) should be of such fitting that it is above the ankles.
 - **Jeans should not be worn**.
3. **Mobile phones and all other devices are strictly prohibited in the madrasah. If a device is found it will be confiscated from your child and could result in your child being expelled.**

Haircut

The hair of both boys and girls must conform to the sharee'ah., which is that it be level from all sides. Short back and sides is not allowed and hence the child will be required to re cut his hair.

Older boys must make sure their beard is in compliance with the share'ah. Girls should not cut or trim their hair.

Illnesses

If your child is suffering from some long term illness or, is on medication the Madrasah must be informed of the illness and necessary medication must be given to the office, with authorisation of using the medicine in an emergency.

Complaints

In the event of a complaint from any parent/guardian, they should under no circumstances approach any member of staff, but should follow the following procedure.

- Take a complaint sheet from the office
- Write your concerns in full with your name and address
- Forward your complaint in a sealed envelope to one of the following members of the Madrasah committee. Yusuf Patel, Yusuf Makda, Iqbal Khandali and Salim Patel (key west)
- The Madrasah will not take action on the basis of complaints received anonymously.
- The Madrasah will not tolerate any form of abuse to any member of staff and will result in the immediate suspension of the child until an internal investigation is made. And legal action may be taken.
- The Madrasah policies in regards to behaviour, safeguarding etc. can be obtained by the office.

Any child who fails to comply with the rules and regulations outlined above will be cautioned and, if deemed necessary, the Madrasah has the full right to expel such a child.