



MADRASAH TALEEMUD DEEN

MADRASAH GUIDELINES

1. **Cost**

The cost for attending the madrasah is £10 a month per child. The recommended method of payment is to set up a standing order directly to the bank account of the mosque. Details can be obtained from the teacher.

2. **Age**

The madrasah is open to all students from the age of five. The child should be able to use the washroom by himself/herself. Girls will only be taught till the age of twelve. Facilities are available for elder girls to be taught by the wife of the Imam. The cost of this should be discussed with the wife of the Imam.

3. **Timing**

The attendance time for madrasah will be 6.00pm to 7.30pm. This time will remain the same throughout the whole year. Madrasah will run on these times every day from Monday to Friday. Every Student registered with the madrasah will be required to attend every day. The timings have been set so that any student wishing to take part in extra curricular activities from school may do so and still be able to attend. For this reason it is imperative that students are attending on a daily basis.

4. **Punctuality**

Like in any institution organised for educational purposes, Regular attendance is of utmost importance. Children are expected to attend regularly and any absence should be explained in the form of a written letter. Unexplained absences will be noted down. An attendance of less than 75% in any calendar month will result in a written reminder. Should this continue then the student will be suspended for a period of time. Although this may seem a bit harsh but parents/guardians should understand that this is only for the benefit of the student and to ensure smooth running of the madrasah. Parents are strongly urged not to book holidays during term time, Insha Allah holidays will be given to the children during some school holidays so that parents wishing to take holidays may do so without harming a child's education.

5. **Syllabus and Homework**

Students will be given homework on a daily basis. Parents should ensure that students spend at least 20/30 minutes **everyday** on the lesson that has been given. The lesson should be read at least 20 times on a daily basis. Parental supervision is also strongly advised, along with this parents should keep a record in the record book every day, this should include the amount of time the student spent studying, the number of times the lesson was covered and any concerns that the parent may want to point out to the teacher. **Students attending madrasah without their books having been signed will not be given any new lesson.**

The students who have started reading Quran will all be put on one lesson. This will enable the teacher to teach students as a group. Students not attending the madrasah on any particular day will be expected to catch up to their lesson in their own time.

One point to be noted here is that any Kitab/Quran provided will be charged for. The madrasah is running under the mosque which in turn relies purely on donations.

6. **Uniform**

A uniform policy is to be strictly upheld during madrasah hours, this is as follows:

Boys:

A jubbah (thawb) should be worn to the madrasah. Preferably in white but any colour will suffice. The length of the jubbah should be above the ankles; this includes the trousers as well. A hat must also be worn at all times.

Girls:

A black Abaya should be worn. Along with this the hair should be completely covered by a scarf.

Thawbs and abayas are available from many shops in Leicester and other cities; they are also available online from many websites. Should you require any assistance in this matter then please do not hesitate to contact the teacher.

Please sign the attached form to let me know you have read, understood and agreed to the above mentioned points.

I _____ Parent/Guardian of _____
have read and agreed to the changes mentioned above.

Signed: _____

Date: _____