

Healey Islamic Trust

Madrasah Rules



BY SUBMITTING THIS FORM, I CERTIFY I HAVE READ, UNDERSTOOD AND AGREE TO THE RULES & REGULATIONS OUTLINED BELOW. I ALSO UNDERSTAND THAT SUBMISSION OF THIS FORM IS A COMMITMENT TO CONFORM TO ALL RULES AND POLICIES GOVERNING STAFF AND STUDENT PROCEDURES AND CONDUCT.

Uniform

All students are required to adhere to the Madrasah dress code and appearance policy.

Boys

- Must wear a white jubba, kurta, or kameez (an upper garment extending below the knees) and matching izar (trousers) that expose the ankles.
- A white topi (hat) is also required.
- Hair should be neat and of equal length.
- Boys are also required to maintain a beard that is at least one fist in length.

Girls

- Must wear a jubba or abaya (an upper garment extending below the ankles), and all hair must be covered.
- Jeans are not permitted.

All students must consistently wear the correct uniform. Those who do not may be sent home. Uniforms should be kept clean, nails should be short, and nail varnish or makeup should not be applied. Clothes, hair, and appearance should conform to the Sunnah.

Punctuality

All absences must be **reported in advance** through the parental portal or Madrasah WhatsApp. Students are expected to arrive on time and adhere to their designated Madrasah schedule, which will be provided upon admission.

Any absence exceeding seven days without valid notification may result in the automatic termination of the student's place at the Madrasah.

Late arrivals and early departures are not allowed unless there are exceptional circumstances. In such cases, requests must be submitted and explained via the parental portal or Madrasah WhatsApp before the start of the Madrasah session. If notice is not given in a timely manner or the reason provided is deemed inadequate, your child's absence or lateness will be recorded as unauthorized. Continued unauthorized absences may lead to the automatic termination of the student's enrolment at the Madrasah.

Students must arrive before their class begins and be picked up promptly after class ends. Wudhu should be performed at home, and washroom breaks should be minimized.

Holidays

All leaves of absence must be authorized by the Madrasah.

- **For a single or two-day leave**, please submit a request via the parental portal.
- **For an extended leave of three days or more**, a request must be submitted through the parental portal before making any bookings or arrangements. Once the request is submitted, it will be evaluated based on the student's welfare, attendance history and performance at the Madrasah.

Under no circumstances should students, parents, or guardians make arrangements prior to receiving approval for the leave.

Any absence longer than seven days, or any absence taken without an approved request, or after a request has been rejected, may result in the automatic termination of the student's enrolment at the Madrasah.

For further details, please refer to the signed Madrasah holiday policy agreement.

Conduct

Any form of disrespect towards teachers or staff members at the Madrasah is considered inexcusable. Students found guilty of such behaviour will be considered for dismissal. Similarly, bullying is contrary to the teachings of Islam and is an abhorrent act. Students involved in bullying will also be considered for dismissal.

All previous incidents related to a student's character and conduct must be disclosed. If a student's continued presence at the Madrasah is deemed harmful to the institution or other students, they will be excluded. **In all cases, the decision of the Madrasah will be final.**

Students will be dismissed for persistent misbehaviour, bad conduct, and mischief. Respect must be shown to tutors and fellow students at all times. The use of foul language and bullying will not be tolerated. For further details, please contact the Madrasah for our disciplinary policy and reward structure.

Drop Off - Pick Up

All students must be dropped off and picked up from the Masjid car park. Under no circumstances should any student be dropped off on Healey Lane. Failure to consistently comply with this policy will result in a warning, and continued non-compliance may lead to the automatic termination of the student's place at the Madrasah.

Authorization for alternative drop-off or pick-up locations will only be granted in exceptional circumstances. To request authorization, you must complete a "Request Form", contact via the parental portal or contact the Madrasah through WhatsApp. The request will be evaluated based on the welfare of the student, parent, or guardian, and the Madrasah reserves the right to request further evidence if necessary. Parents and guardians should not park their vehicles until they have received authorization. **Even with authorization, parents and guardians must avoid causing traffic congestion or blocking driveways.**

If someone other than the usual parent or guardian is picking up your child, you must notify the Madrasah via the parental portal or WhatsApp, providing the person's name and relationship to the child. **The child will not be allowed to leave without this notification.** It is the parent or guardian's responsibility to ensure that anyone picking up the child follows all protocols.

The Madrasah will not be held responsible for any incidents occurring on the way to or from the Madrasah. Additionally, all students must wear their high-visibility vests when traveling to and from the Madrasah.

Fees

The Madrasah is a non-profit organization dedicated to propagating the teachings of Islam. Our fees are set to cover the basic operational costs, as our primary aim is to provide the highest quality education possible. To achieve this, we maintain low student-to-tutor ratios, which often results in a financial shortfall. Therefore, it is essential that fees are paid on time, and we welcome any donations.

Fees are collected monthly via direct debit, which can be set up through the parental portal. If, for any reason, a parent is unable to pay the fees in a particular month, please contact the Madrasah management to discuss the situation. Rest assured; all conversations will be treated with the strictest confidence.

Resources & Literature

Students will receive *kitab*s (textbooks), a Madrasah bag, and high-visibility vests from the Madrasah. There is an annual fee of £20.00 for the literature provided, which must be paid at the start of the academic year via direct debit. Please note that the Madrasah bag and high-visibility vests are only provided once, when the child first enrolls in the Madrasah, and not annually. If any resources are lost or damaged, parents or guardians will be charged for replacements. For information on the cost of items, please contact the Madrasah or refer to the "Product" section on the parent portal.

Health & Wellbeing

Parents and guardians must inform the Madrasah of any allergies, health concerns, medical conditions, or special needs their child may have prior to admission. Additionally, if there are any changes in a child's medical conditions, parents are required to update both the parental portal and the Madrasah WhatsApp.

Parents of children with medical conditions, such as asthma, must provide on-site medication to be used in case of an emergency. The medication should be in clear packaging with the child's full name and usage instructions clearly displayed, and it must be handed to Madrasah management.
To minimize the need for water breaks, parents should ensure their child brings a personal water bottle.

Washroom Training

All students must be toilet trained prior to admission. In the event of an "accident," parents or guardians will be asked to clean their child and, if necessary, tidy up the area. It is important for parents and guardians to encourage proper washroom etiquette in accordance with Islamic teachings.

Belongings

Students should not bring unnecessary items into the Madrasah and must take care of their belongings while on the premises. The Madrasah does not accept responsibility for any damage or loss of students' belongings.

While students are allowed to bring mobile phones to the Madrasah, using them during Madrasah hours is strictly forbidden. Any student found using a mobile phone during this time will have their device confiscated. Confiscated phones can only be retrieved by a parent from the main office.

Dispute

In the event of any disputes, please send an email to madrasah@healeyislamictrust.co.uk
The Madrasah Management will review the situation and make a decision after consulting all relevant parties. **The decision made by the Madrasah will be final and binding.**
Providing false information or failing to disclose relevant information may result in immediate dismissal. The Madrasah Management reserves the right to terminate any student's admission if deemed necessary. Individuals whose admission is terminated have no legal recourse against the Madrasah.
All students and parents are expected to adhere to the rules and regulations of the Madrasah, with no exceptions made.

Communication

The Madrasah uses various communication methods to keep parents and guardians informed.

- Madrasah WhatsApp – frequently used to send updates and notifications. To ensure you receive these broadcast messages, **please save our number in your contacts.** (07704 510420)
- Parental portal <https://parents.ibeuk.org/healeyislamictrust/>
- Email – madrasah@healeyislamictrust.co.uk

Parents are **required** to provide two different contact names and numbers for emergencies and efficient communication.

We respectfully ask that all parents/guardians respect the Madrasah and abide with its policies. Your child's place in the Madrasah may be terminated if the rules are not complied to.

The Madrasah reserves the right to amend any rules without prior notification.

**I consent that IBEUK can process this form and submit directly to Healey Islamic Trust.
Your data will not be stored nor used by us.**

SIGNATURE OF STUDENT (IF OVER 13)		DATE	
SIGNATURE OF PARENT/GUARDIAN		DATE	
PRINT NAME		DATE	

1. EXTENDED LEAVE POLICY

- i. Any student requiring an extended leave of 3 days or more will be required to send a 'holiday request' on the parental portal BEFORE making any booking arrangements. Once completed and submitted, the request will either be granted or rejected based on the student's welfare at Madrasah. Under no circumstances should any student or parent/guardian plan prior to the acceptance of the form.
- ii. The 'Holiday Request' on the parental portal must be completed in at least 2 weeks prior to the 1st day of requested leave. If the request is completed in within the 2 week guideline and leave is taken without the Madrasah 'Extended Leave Council Team' being able to process the application, the leave will be regarded as unauthorised and the student's place at Madrasah will be placed on hold until a meeting is arranged with the 'Extended Leave Council Team'.
- iii. **Any unauthorised leave taken during an examination period will result in the termination of the student's place at Madrasah ****
- iv. Any absences or leave taken for a period of 3 days or more without successfully completing an 'Holiday Request' via parental portal or in unforeseen circumstances failure to notify the Madrasah Management will result in a termination of the student's place at Madrasah. **
- v. In case of unforeseen circumstances or emergency travel, contact with the Madrasah Management must be made prior to travelling.

2. EXTENDED LEAVE: UNAUTHORISED ABSENCES

The following procedure will be applied to a student whose leave of 3 days or more is regarded as unauthorised.

- i. The first unauthorised absence will incur a formal warning.
- ii. The second unauthorised absence within a 3 academic year period will result in the student's place in Madrasah to be placed on hold until an appropriate decision is made.
- iii. The third unauthorised absence within a 3 academic year period will result in the student's place at Madrasah being terminated. **

3. SINGLE OR TWO DAY LEAVE POLICY

- i. Any student requiring a single- or two-day leave will be required to send a 'holiday request' on the parental portal 2 days prior to the absence.
- ii. The request must be signed by all relevant teachers and by a senior member of management.

4. SINGLE OR TWO DAY: UNAUTHORISED ABSENCES

The following procedure will be applied to a student whose leave of 1 or 2 days is regarded as unauthorised.

- i. The first unauthorised absence will incur a formal warning.
- ii. The second unauthorised absence within a single academic year period will result in a meeting with a Parent/Guardian.

- iii. The third unauthorised absence within a single academic year period will result in the student's place in Madrasah to be placed on hold until an appropriate decision is made.
- iv. If there are a significant amount of absences within one calendar month parents may be called in to discuss the absences.
- v. If a text or phone call is not received by the end of the child's class time, the absence will be recorded as unauthorised and will be dealt with according to the policy above.
- vi. The fourth unauthorised single day absence within a single academic year period will result in the student's place at Madrasah being terminated. **

****If a student's place at Madrasah is terminated, an appeal can be made in writing.
If the appeal is successful, a new application must be submitted.**

DECLARATION

I DECLARE I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE MADRASAH LEAVE POLICY. I ALSO UNDERSTAND THAT UNAUTHORISED LEAVE DURING THE EXAMINATION PERIOD WILL RESULT IN MY CHILD'S APPLICATION BEING TERMINATED. THIS FORM MUST BE SIGNED BY BOTH PARENTS EXCEPT IN SINGLE CUSTODY CIRCUMSTANCES.

THIS POLICY WILL BE APPLICABLE THROUGHOUT THE LENGTH OF TIME THE STUDENT REMAINS AT MADRASAH

(HOLIDAYS PERIODS; EXAMINATION DATES; OTHER DATES, CAN BE FOUND IN ANNUAL CALENDAR)

SIGNATURE OF FATHER		DATE	
PRINT NAME			
SIGNATURE OF MOTHER		DATE	
PRINT NAME			
SIGNATURE OF STUDENT (18+)		CLASS	
PRINT NAME		DATE	