**Rules and Regulation**

**Behaviour:** Thisis one of the core ethoses of the Madrasa. Good behaviour is one of the fundamental teachings of Islam, demonstrated to us by our beloved prophet Muhammad Sallal laahu alaihi wa sallam.

Rude/poor/bad behaviour towards any of the respected teachers or dear students will not be taken lightly to say the least.

Children will be given opportunities to amend themselves.

However, if we see that we have spent all our efforts to no results & we can no longer help a child then we will ask for the child to find a madrasa better suited to the child’s needs.

Parents have formal meetings three times a year (at the beginning of each term).

They will also have access to the child’s teacher via the class dojo portal.

Finally parents may also meet the teacher by booking an appointment.

Online classrooms are treated as classrooms.

Parents may not enter the classroom without prior permission from the principal.

For online classes, we kindly ask the students male family members to respect our female teachers who do not wish to expose their face to other men. Male family members should not view the screen when the female teachers are online.

Our teachers may switch off their screen or end the session if they see that they are being observed by any male family members.

**Homework:** Homework is given daily. Our vision is to instil the habit of reciting the Qur’an daily into the lives of our students. We aim to start this from day one. This can only be achieved if parents share the same vision for their children and work with us to bring this to life.

We ask that parent spare only five minutes of reading time for the children. Consistency is crucial. Every single day. Including Saturdays & Sundays. Choose a time that is practical -impossible to miss. We suggest either first thing in the morning or last thing before bed.

Build on that by five minutes every three months. By the end of the first year, children should be reading their Qaida for twenty minutes daily.

**Parents support:** we understand that many parents want to get involved with their children’s learning. We encourage parents to remind/support children to do their homework, parents are requested to strictly and only monitor that children are practicing.

However, with the Qaida we enforce that the pronunciation and method of spelling should be left for the teachers.

Parents must not teach the children. Parents are strongly advised not to read with children as the pronunciation and recitation may not be the same as the expectation and standard of the madrasa. This is only to help the child get the best results and to avoid the child from getting confused who to follow.

**Punctuality:** The Madrasa day begins at 4:30am with registration. Parents should make sure their children are attending and being picked up on time. Madrasa management will not take liability for any incidents outside of Madrasa hours.

Anyone arriving after this time will be marked as late. If a student is late twice in a week or several times over the course of a term, then the Madrasa attendance officer will be in touch with parents to find out what the problem is. The Madrasa will not tolerate a casual attitude to punctuality.

**Attendance:** We expect students to strive for 100% attendance at the Madrasa. We do understand that there may be occasions where, through illness or emergencies, a student is unable to attend. It is the responsibility of parents to call in on each day of absence to inform the Madrasa that their child cannot attend.

Any student who falls below the target of 94% attendance is a cause for concern. The attendance officer will be in touch with the parents. Frequent absenteeism may result in the child being removed from the Madrasa.

**Fee will still apply for any days that are taken off by absent/s or holidays during term time.**

**Uniform:** The Madrasa requires all students to attend Madrasa in full Uniform.

A clean and ironed thobe and a hat for boys (preferably white).

A clean and ironed abaya with a head scarf for girls (preferably black). Parents must ensure that the Madrasa uniform is kept clean and tidy. Students who attend without full uniform or dirty uniform may be sent home. Examples of non-uniform are; t-shirt, pyjamas, shorts, short sleeved clothes etc.

Hair cut must be all same size in accordance to the Sunnah of our beloved Prophet Sallallaahu Alaihi Wasallam. Short back and side will not be acceptable.

For girls the head scarf should be one that is already stitched. Not one that requires pins. For health and safety reasons and to avoid distractions during lesson.

**Fee:** Please refer to our fee structure for more information regarding fee.

All fees should be cleared within the first five days of the month that it is due.

Late payments incur unnecessary administration and cost the Madrasa. Once or twice may be tolerated. Please contact the Madrasa to explain what the situation is and how long the delay will be.

Being clear in matters related to finance is a huge teaching in Islam. Once a payment is due, it is a sin to delay payment unnecessarily.

Constant late payments may lead to temporary suspension.

Absent during term times are still liable to pay the fee.

**Removals:** We understand that the right Madrasa and the right teacher for parents and children are very important. We offer a month grace period in which the parents and students can get an idea of how we operate as a Madrasa.After this,all parents are required to give a months’ notice before removing their child from Madrasa.

There will be a charge of a months’ fee (£56) from the day of notice.

We recruit only two times a year. This helps maintain the teaching standards. If children leave midterm, we as a Madrasa struggle academically and financially as it is very difficult to recruit student’s midterm. We recommend parents who wish to remove their children to remove children at the end of the term with a months’ notice.

**Disclaimer:** The Madrasa reserves the right to remove any student when it becomes apparent that the madrasa can no longer benefit the student; anyone removed has no legal remedy against the Madrasa. Once a child leaves or is removed from the Madrasa, admission fees will apply on re-admission

Parents may not interfere with the operational or teaching methods of the Madrasa.

All complaints/suggestions should be made in writing to the Principal of the Madrasa.

The Madrasa reserves the right to alter or amend any regulation as it deems necessary. Parents will be notified of changes as they occur.

The staff and management at Motala Foundation take their responsibilities and duties very seriously and hope that all students have a safe, joyful and beneficial experience at the Madrasa insh’Allah.