

# ALIMAH COURSE

RULES AND REGULATIONS



## بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

In the name of Allah, The Beneficent, The Merciful

### **Introduction**

Aishah Academy is an Islamic organisation for girls. Located in Birmingham, we aim to provide education within a caring, joyful, harmonious Islamic environment, which teaches love, respect and tolerance for all. As a result, we hope to develop students to be responsible, active citizens within an ever-growing multi-cultural, diverse community, in which all citizens take part and learn from one another.

This guide outlines the rules and regulations we have in place for students enrolled at our madrasah.

The aim of these guidelines is to ensure you are aware of the requirements for attending this madrasah. By setting these out, we hope to outline our expectations and as a result, provide clarity for students and parents.

### **Admission**

Only students who are registered may attend the madrasah. Please see our admissions policy for details.

We only accept applicants aged 11 and above at the madrasah.

Currently, our Alimah Course is for girls only

All students are admitted on a three month trial basis

Students are admitted into classes as per the decision of the head of the madrasah. Entry into subsequent classes are normally following assessments at the end of the year. Students who do not successfully pass examinations will not be able to transfer to the next year up.

### **Attendance and Punctuality**

The Alimah Course takes place on weekends (Saturdays and Sundays) and begins at 9:30am finishing at 12:45pm.

All students must arrive before 9:30am

Students who are picked up, must be picked up on time at 12:45pm

Students must attend regularly unless there is an emergency or illness. Please arrange holidays and other activities outside of madrasah times

If a student is unable to attend, a parent/ carer is required to inform the madrasah. This can be done in the following ways:

- Telephone call to the madrasah
- Text message to the madrasah mobile
- Email message sent to [office@aishahacademy.org](mailto:office@aishahacademy.org)

If the Madrasah is not notified, an unauthorised absence is recorded against the child's attendance record.

Students who arrive late, risk being kept behind for detention

In the rare case of if a student needs to take time off during term time, this will need to be authorised by the madrasah. Parents/ Carers will need to complete a 'Leave during term time' form.

Parents/Carers wanting a child to leave early should send a written explanation

## **Uniform and Appearance**

The Madrasah has adopted a uniform for students in line with the Islamic requirements of dress in order to inculcate an Islamic identity and expects all students to adhere to it.

The dress code for students is as follows:

Full length plain loose fitting black jilbab - secured with a plain black sliding pin. Sharp pins are not permitted.

Plain black scarf (no hair should be showing)

No jewellery, make-up, nail varnish, or acrylic nails to be worn in school. Students wearing nail polish and other items of jewellery will be asked to remove them immediately.

Wearing hair accessories under the hijab to make the head look larger are strictly forbidden.

## **Fees and Other Costs**

A non-refundable registration fee of £30 for each new student will be charged which is payable upon application.

The annual fees are set at £450. Fees can be paid according to the following timescales:

- Full payment for the year at the beginning of the year
- 3 payments of £150, payable before the start of the term

Fees will be reviewed periodically and if there are any changes, parents will be notified in writing with at least one month's notice.

Parents are responsible for paying fees on time

If any student is excluded from the madrasah or decides to leave during the academic year without giving one month's notice, fees will still be applied. If a notice to leave is given and has been served, fees for any whole unused months will be returned.

If parents/guardians have difficulties paying fees on time, or there are financial issues preventing payment, it is strongly advised to contact the madrasah office without delay.

All students will need to purchase their 'class pack'. This will include the following:

- A tote bag to keep items in
- Text books required for the year
- Exercise/ note books
- Stationery set

Students may purchase and bring additional appropriate stationery to class

Students may not purchase text books from elsewhere and they must be bought from the madrasah.

## **Behaviour and Conduct**

Students are expected to display high standards of behaviour at all times.

The madrasah has a behaviour policy which applies to all students. This consists of awards and rewards for those who excel and exemplify the required Islamic manners, attitude and results; and sanctions against those who contravene the required manners, attitude and results.

Bad behaviour can include, but is not restricted to, persistent lateness, lack of effort in class, bringing in prohibited items, being disruptive, using foul language, disrespecting the sanctity of a

place of learning, bullying or intimidating other students, physical violence, verbal abuse, disobedience towards teachers or management, not adhering to madrasah policies or requirements.

Where a student falls below expected behaviour levels in the class, they will be sanctioned in line with our behaviour policy.

Any student/parent/carer whose continued presence at the madrasah is deemed to be harmful to other students, the madrasah or any staff will be expelled from the madrasah and in any such cases, the decision of the Madrasah will be final.

The madrasah will not tolerate any inappropriate behaviour, foul or abusive language, threatening or violent conduct by students, parents/guardians or anyone else towards any member of staff, management, students or any other. Such matters will not be condoned and may result in it being reported to the appropriate authorities and may lead to an instant dismissal.

Mobile phones, MP3 players or any other type of objects which can be distract from learning are not allowed to be exposed in the Madrasah and will be confiscated if seen. Confiscated items can be collected from the administrator at the end of the day.

Students are expected to maintain high standards of behaviour when travelling to and from the madrasah

Students must not damage madrasah property and any damages will need to be paid for by parents/ carers

All concerns and queries must be directed to the appropriate person and in the correct manner.

The Madrasah reserves the right to terminate any student's admission when it deems necessary. Anyone whose admission is terminated will have no legal remedy against the madrasah.

## **Responsibilities**

We want our students to grow into responsible, courteous, well rounded individuals. We expect them to take their learning seriously and strive towards excellence at all times. This can only happen when they take personal responsibility for their studies and are supported by their parents/ carers.

Students are expected to:

- Follow madrasah rules at all times
- Ensure they bring to class the required text books, exercise books and stationery
- Complete all set homework and assignments
- Conduct themselves in a courteous and respectable manner
- Attend in the correct uniform with neat appearance
- Show respect at all times for teachers and peers
- Participate in class discussions and activities

Parents/ carers are expected to:

- Ensure their child attends madrasah on time and regularly
- Notify the madrasah of any absences
- Ensure their child is dressed appropriately for madrasah
- Teach and reinforce the importance of respecting teachers and peers, and observing Madrasah rules and regulations
- Review with their child material taught each week and ensure that all homework assignments are completed on time.
- Participate meaningfully in parent-teacher meetings to discuss their child's progress and

- areas that need attention and improvement.
- Discuss reports with their child and jointly strive for improvement.

## **Communication**

We understand the need for parents to stay informed of their child's progress at the madrasah and will endeavour to ensure you are kept well informed. We commit to the following:

We will write to you using the madrasah communication system informing you of the following:

- Holidays and term dates
- Any important changes
- Any concerns we may have
- Annual report on your child's progress

We will also hold at least one parent consultation to discuss your child's progress

If you need to contact us, please contact us on the following:

T:

E: [office@aishahacademy.org](mailto:office@aishahacademy.org)

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## **Declaration**

Students and parents are required to agree to the rules and regulations of the madrasah, without which they cannot be admitted onto any of our courses. By signing below, you agree to abide by all of the Madrasah's rules and regulations and any further rules and regulations the madrasah puts in place. Failure to abide by the rules and regulations of the madrasah, may result in a student losing their place at the madrasah in which case, they will have no legal remedy against the madrasah.

### ***Student Declaration***

I \_\_\_\_\_ (student's name) have read through this document and agree to follow the rules and regulations of Aishah Academy, as set out in this document and any further rules and regulations stipulated by the madrasah. I understand that failure to do so may result in my place at the madrasah being revoked.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### ***Parent/ Carer Declaration***

I \_\_\_\_\_ (name of student's parer/ carer) have read through this document and agree to support my child in following the rules and regulations of Aishah Academy, as set out in this document and any further rules and regulations stipulated by the madrasah. I understand that their failure to follow these rules and regulations, may result in their place at the madrasah being revoked.

Signed \_\_\_\_\_ Date \_\_\_\_\_