



SLOUGH MADRASSAH PUPIL ENROLMENT FORM

APPLICANT DETAILS (STUDENT):

FIRST NAME: _____

SURNAME: _____

DOB (DD/MM/YYYY): ____/____/____ PLACE OF BIRTH: _____

GENDER: MALE FEMALE (Tick as appropriate)

STUDENTS MOTHER TONGUE (LANGUAGE SPOKEN): _____

PARENT/GUARDIAN DETAILS:

FATHER'S/GUARDIAN:

SURNAME: _____

FIRST NAME: _____

ADDRESS: _____

HOME TEL: _____

MOBILE: _____

E-MAIL: _____

SCHOOL ATTENDED: _____

MOTHER'S/GUARDIAN:

SURNAME: _____

FIRST NAME: _____

ADDRESS: _____

HOME TEL: _____

MOBILE: _____

E-MAIL: _____

EMERGENCY CONTACT INFORMATION (IF DIFFERENT FROM ABOVE):

FIRST NAME: _____ SURNAME: _____

ADDRESS: _____

HOME TEL: _____ MOBILE: _____

E-MAIL: _____ RELATION TO STUDENT: _____

Madrasah Rules & Regulations for JMIC Slough

1. Madrasah time, lateness, attendance and absences

- 1.1 The Madrasah operates Monday to Friday, from 4.30pm - 6.15pm.
- 1.2 We undertake punctuality and more broadly attendance very seriously. Students arriving more than 10 minutes late will be given a warning. If they come late two or more times a week without a valid reason they will be given a detention.
- 1.3 Any child that is absent from the Madrasah for more than TWO weeks without providing a valid reason before the absence begins will be removed from the register and will have to re-apply for admittance. The re admittance is not guaranteed and will be subject to a place being available and a higher registration fee of £20.00 will apply. All communication in relation to attendance and punctuality must be through a trustee responsible the Madrasah.
- 1.4 No child will be allowed to leave the Madrasah early unless a note has been supplied to the person responsible (PR). The person responsible (PR) may make enquiries to the authenticity of the note supplied.
- 1.5 If your child is unable to attend Madrasah due to sickness, please inform (PR) between 4.15pm and 4.45pm by phone (01753 522561), in person or by sending a note with a student.
- 1.6 All other leave outside of official Madrasah holidays needs to be approved by the PR. Parents/guardian are required to submit a written letter to be sent to the Person responsible at the earliest convenience. You should not make any firm arrangements until your leave request has been approved.
- 1.7 We expect all students to have punctuality above 94%. For continued lateness without a valid reason we will apply our disciplinary procedure.
- 1.8 Any absence without authorisation will be recorded as unauthorised. Failure to contact the Madrasah by 4.45pm will result in an unauthorised absence.
- 1.9 Please give minimum of two week notice in writing if you wish to remove your child.
- 1.10 All students are expected to attend Madrasah exams. If exams are missed without a valid reason students will not be allowed to sit the exam. Valid reasons could be sickness, bereavement etc.
- 1.11 All new students are subject to completing a three-month trial period (absences will be disregarded). All students that demonstrate they can follow the Madrasah rules will automatically pass this period.

2. Health and Safety (H & S)

- 2.1 The Madrasah is responsible for the health and safety of your child for the duration of the Madrasah opening hours and 5 minutes either side of opening and closing time. Students will not be allowed into the Madrasah before 4.30pm each day.
- 2.2 It is the parents/guardians duty to ensure your children arrives and is picked up safely and on time.
- 2.3 For safety reasons, parents must NOT enter Madrasah classes during class times under any circumstances. All queries should be made to the PR ONLY including meeting with a particular teacher or discussing progress. Failure to follow this guideline will result in the strongest possible action.
- 2.4 If parents/guardian has an issue or concern with any student/s of the Madrasah, then these issues should be taken up with the TR ONLY. Under no circumstances, should the parents/guardians/student(s) pursue these issues directly with the child or their parents. Any breach in this regard will result in automatic suspension and if proven serious, TR at its discretion may expel the child.
- 2.5 If your child is required to take any medication during Madrasah hours for less than a week, please advise teacher in writing. If medication is to exceed more than a week, or there is a long term illness, please advise PR in writing.
- 2.6 Children NOT collected on time will have to be picked up from inside the Masjid. A register to this effect will be maintained and persistent failures will be warned about this.

3. Discipline and behaviour

- 3.1 The Madrasah has a detention policy which applies to all students. This could be for persistent lateness, lack of effort in the class or behaviour.
- 3.2 If a child is given detention, then a letter will be sent home with the child to notify the parents/guardian in advance with the reason, including date and time of the detention.
- 3.3 Discipline and behaviour are of a paramount importance. If a child is found to be disrespectful, abusive, using foul language or any other action deemed to be unacceptable in general towards any individual will result in the strongest disciplinary action. The Management has a ZERO TOLERANCE POLICY in this regard.
- 3.4 If child/parents/guardian behaviour, conduct or such act that brings the Madrasah into disrepute, Management will initiate the strongest punishment.

HEALTH:

Does the applicant suffer from any health problems that the teacher should be aware of? YES / NO

If yes, then please describe: _____

TRAVEL ARRANGEMENTS:

Any information you have supplied or will supply is retained by the Mosque and will be used for communication, processing, enquiries, statistical and audit purposes. Information may also be used for appropriate services and events that may be organised by, or in conjunction with, by the Mosque. By supplying such information, you consent to the Mosque storing in accordance with the provision of the Data Protection Act 1998.

SIGNATURE OF PARENT/GUARDIAN: _____ DATED: ____/____/____

For Official Use only:

Accepted Which Class: _____ Starting Date ____/____/____

Rejected Reason Why: _____

Waiting List If on waiting list, what position: _____

Informed Parent of Decision How: Verbal Letter Phone E-Mail

- 3.5 Where a child falls below expected tolerance level in the class, the following course of action will be taken;
 Stage 1: A verbal warning from the teacher.
 Stage 2: If within a calendar date from stage 1, similar incident will result in a detention
 Stage 3: Further contravention, parents/guardians will be required to attend a meeting and a record will be left on the child's file
 Stage 4: If there is a further behaviour/conduct issue, the child will be suspended for one week
 Stage 5: If further problems occur the child will be suspended for a longer period or excluded
- 3.6 The use of electronic/recreational gadgets are not allowed into the Madrasah. Mobile phones are permitted but MUST NOT BE "ON" or taken out of pocket. If found is taken out of pocket, Class teacher will confiscate it. Parents/guardian will have to contact the PR to reclaim the item. Further and stronger action will result for repeating offenders.
- 3.7 Students must not possess Items which are generally regarded to be harmful.
- 3.8 Student must arrive to Madrasah fully equipped with all necessary Kitaabs and any other items. Students that continue to fail to bring in their correct equipment will be given a detention.

4. Communications

- 4.1 From time to time, parents will receive letters or communications by electronic media pertaining to their child and the Madrasah. Where necessary, hardcopies will be distributed.
- 4.2 Parents are encouraged to attend parent's evenings and any other meetings that the Management may request pertaining to their child.
- 4.3 In line with Islamic ethos, fathers will attend boys' meeting and mothers will attend girls' meetings. Where this is NOT possible, parents/guardian should advise the Management.
- 4.4 If a child's personal details (such as address, contact number etc.) changes subsequent to admission, it is the parents/guardians responsibility to notify the Class Teacher in writing. You must ensure the Madrasah always have an up to date contact numbers and address. From time to time we will send out forms so details can be updated.
- 4.5 Parents/guardian are encouraged to actively participate in our annual Jalsa/Celebration event and to encourage their children to attend these prize giving ceremonies.

5. Fees and charges

- 5.1 All parents are responsible for paying the appropriate fees on time. The fees will be paid monthly. Payments should be made ONLY to the Person responsible by 5th of each Month.
- 5.2 The current Madrasah fees are £15.00 per month for all classes. Fees will be reviewed periodically and if there are any changes, parents will be notified in writing with at least one month notice.
- 5.3 Fees can be paid by cash/cheque/Standing Order/. Any bank charges incurred by the Madrasah – i.e. cheque bouncing will be passed on to parents.

Payee Name: Jamia Masjid and Islamic Centre

Name of bank and holding branch: Lloyds TSB, 123 High Street< Slough, SL1 1EH

Account number: 00581147 Sort Code: 30-97-73

To set up a standing order mandate, pay by direct please contact Trustee responsible

- 5.4 The Madrasah fees apply to 12 months of the year.
- 5.5 An administration charge of £10.00 per child is payable on registration.
- 5.6 You will be held liable and responsible for any damage to any fixtures and fittings of Jamia Masjid and Islamic Centre caused by your child. Management decision will be final and absolute.
- 5.7 Fees will be payable during suspension/expulsion period.
- 5.8 Where a child is defaulting on paying fees on time, Management will arrange a meeting with the parents to discuss this and discuss possible strategies.

6. Miscellaneous Points

- 6.1 Parents will be informed, If the class teacher feels your child is not making sufficient progress due to lack of effort. If there is no further improvement we will apply our disciplinary procedure.
- 6.2 No eating or drinking is allowed in class, unless prior authorisation is given.
- 6.3 The Management has the right to alter or amend the rules and regulations as necessary.
- 6.4 Children who are living in closer proximity to the Madrasah will be given priority