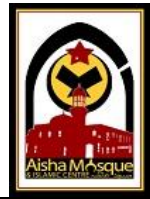




Aisha Mosque & Islamic Centre



Madrassah Application Form

Please tick: Hifz Standard

For OFFICE use only:	
Staff Initials: _____	
Date Regd.: _____	

PARENT INFORMATION: Please write clearly using CAPITAL LETTERS only.

Father's Name: _____ **Mothers Name:** _____

Address: _____

Town _____ Postcode: _____

Home Phone : _____ **Mob:** _____

Email Address: _____

STUDENT INFORMATION as of _____ **(Date):** Please use UPPER CASE only.

Name: _____	Male / Female _____
Date of Birth: _____	Age: _____
Any Medical Condition: _____	
Name of Regular School: _____	Year: _____

Office use:
IS _____
HF _____
QR _____

I have read the general rules and regulations. I shall abide by all rules and regulations of the Madrassah and shall cooperate with all disciplinary measures suggested to me at home and in the Madrassah.

I shall actively involve myself in my child's education by remaining in contact with his/her teacher and participate in the activities of Aisha Mosque Madrassah.

Student Name _____ **Signature** _____ **Date** _____

ParentName _____ **Signature** _____ **Date** _____

Do not write below this line

For office use only

Mode of Payment: Cash/ Cheque Monthly Tuition: _____

Registration:	Amount	Method of Payment :	Comment
Date: _____			

	Amount	Comment / Date
Tuition:		
School Bag:		
Books: (write short titles below) Qty.		

At Aisha Mosque & Islamic Centre Madrassah, it is our objective to provide healthy and rewarding learning environment for Muslims students. The Madrassah will meet 5 days a week, Monday to Friday. Within this time we are committed to do the best to provide a sound Islamic education.

General Rules and Regulations

- Only children between 5 and 16 are permitted entry. Only under exceptional circumstances can children over 16 be permitted. Children from 5-7 years are given provisional admission to determine their readiness for Madrassah.
- The Madrassah has 10 curriculum levels of teaching (Nursery and Levels 1-10) and an admission test shall decide which level/class your child will be admitted to.
- Admission Fees (a one off payment) for the Madrassah are: £5.00.
- **Monthly Fees for each child are: £25.00**
- **Hifz class fees are £30.00 per month**
- Each child should pay to his/her teacher and should receive a receipt.
- Fees will be payable in full at the beginning of each month, even if the child has been absent for some days. There is no refund for fees paid.
- Pupils who wish to go on holiday must bring in a written letter with exact dates and duration. During the duration of the holiday, the child's fees will be still collected as we have to reserve their place until they return.
- Classes are held Monday to Friday between 5 and 7pm. Doors are open 4.55pm.
- Hifz classes are also held Monday to Friday, but from 5 to 8pm.
- The Madrassah is responsible for students 5 minutes prior to start of Madrassah and 10 minutes after Madrassah ends. The Madrassah cannot take responsibility for students who come earlier or remain later.
- Student and Parents will respect the Madrassah, the teachers and all other users.
- Students will follow instructions by the teacher, concentrate on their lessons and be respectful at all times.
- Examinations are held once a year. Exams are based on the curriculum taught and annual awards are given.
- All books for the curriculum are available from the Madrassah office at a very nominal price.
- Parents are strongly advised to meet with their child's teacher at least once every 3 months – to discuss progress etc. Monthly progress records are used for each child.
- MP3 players, radios, video games, toys and comics etc are strictly forbidden. Such items will be confiscated and strict swift action will be taken against any child breaking these rules.
- **Mobile phones are strictly forbidden** unless consent is given by the office whereby parents explain the necessity behind allowing the child to keep mobile. The Madrassah will not be responsible if the mobile is lost or stolen.
- Girls are required to wear Jilbab and scarf during Madrassah time. No jewellery is allowed. Boys are required to wear Islamic clothing such as a thowb or shalwar kameez and an Islamic Hat is obligatory. Boys are not allowed to wear earrings, chains or bracelets. The haircut must be modest and of equal length all round; no lines, V-cuts or step-cuts etc. hairstyles are allowed.
- Classes for boys and girls are separate. Boys are taught by male teachers downstairs and girls by female teachers upstairs, (exceptions may sometimes be made for the younger classes).
- If any child does not follow the rules and regulations of the Madrassah, disciplinary action will be taken. The method is such: **Firstly, a verbal warning by the Head teacher. Secondly, a meeting with the behaviour policy officer or Head and a detention after Madrassah for an hour. Thirdly, Written warning for the parents and, Meeting with parents.** If the matter is still unresolved then the child may be **Expelled** from the Madrassah.
- Please discuss any complaints about the Madrassah or staff with the Head teacher. If the matter is still unresolved you have a right to discuss the issue with the chairperson of the management committee.
- Please note these rules are the basic rules, more detailed rules can be found in the Parent/Student Guidebook.