

## RULES & REGULATIONS

1. Minimum age requirement for the students attending Qur'an Academy is 6 years. Children must be able to go the toilet and clean themselves independently. Under 6 years old children will be admitted on a month-by-month basis until the teachers are satisfied that they are old enough to attend and benefit from classes. Children under 6 can be removed from the Madrasa without prior notice.

2. **Dress Code:** Students are required to adhere and uphold Islamic rules pertaining to dress code. Students will not be allowed to attend class unless the dress code is fully followed. Inadequate attire/ dress will result in the parent being called in and asked to take their child/ren home

2.1 **GIRLS:** Girls must wear an Islamic dress consisting of Hijab and loose fitting clothes covering down to their ankles.  
(No tight Jeans, Tracksuits, Pyjamas or Leggings)

2.2 **BOYS:** Boys must wear a prayer hat and loose fitting clothes.  
(No tight Jeans, Shorts, Tracksuits)

2.3 No socks are to be worn in the class. (For hygiene reasons)

### 3. Al-Qur'an Academy Times:

Monday to Thursday                      5:30 pm - 7:00 pm (1.30 Hours)

4. Students arriving 15 minutes late will not be allowed to attend until 5:30pm, unless the admin is informed in advance.

4.1 Early pick-up and drop-off needs to be arranged with the head teacher.

5. In the event of students being absent from Qur'an Academy or requesting permission for leave, parents are requested to provide a letter to support the reason for absence.

6. In the event of frequent lateness or absences, parents will be requested to meet with the Head Teacher; continuous absence without prior notice may lead to loss of the child's place.

7. Students are required to display a high level of obedience, good conduct and good behaviour at all times. Any misconduct or bad behaviour may lead to loss of the child's place.

8. Disobedient and disruptive students will be dealt with according to Qur'an Academy Discipline. (Please refer to Disciplinary measures - request a copy from the office).

9. In the event of the Qur'an receiving repeated complaints about students, Qur'an Academy will have no alternative but to reallocate the child's place.

10. In the event of any damages made to property, the parents/guardians will compensate for damages/losses, etc.

11. If you wish to discuss any matters including complaints, please request a meeting with the head teacher at convenient time. During class time no meeting slots are available.

12. Please do not bring your child too early to the Qur'an Academy as we can take no responsibility for children arriving more than 10 minutes before the Qur'an Academy starts. We can take no responsibility 10 minutes after the class has finished; repeated incidences of being late to collect your child will lead to parents being called and may lead to loss of the child's place.

13. All new students will receive a bag, Qa'ida set or Qur'an (either a Qa'ida set or Quran will be issued not both. If you require both, additional payment will be required).

14. From time to time, parents will receive letters pertaining to their child. These will be sent home with your children. Some of these letters will require the parents to sign and return to their teacher as acknowledgement of receipt.

15. Please note eating or drinking is not allowed during the class. Please check your child bag before he/she leaves the house.

16. Students should bring their own Qur'an/ Qa'ida, exercise book, pencil, bag and any other material the Qur'an Academy originally provided. The Qur'an Academy will not be responsible to provide equipment after he/she has been enrolled, please remember your child may miss their class if they attend without their equipment.
17. No mobile phones or any other handheld electrical device, toys or any games are allowed in Qur'an Academy. Should any child be found with these items, they will be confiscated, and parents will need to arrange a time with admin to collect the item. Qur'an Academy holds no responsibility if your child brings in an item and then loses it.
18. Parents need to inform the Qur'an Academy 1 week in advance if they wish to take their child/ren on holiday. An Authorised Absence Form (AAF) needs to be completed and authorisation received from the head teacher. If no AAF is handed in and the child is absent for 10 days consecutively, he/she may lose their place.
  - 18.1 Once an AAF is approved all fees need to be up to date.
19. If the child is absent for 10 consecutive days without prior notice or the parent has not informed Qur'an Academy the child may lose their place in Qur'an Academy without any notice and all deposits or fees will be forfeited.

## FEE POLICY: (Admission fee, monthly fee and waiting list policy)

### 1. Fees

1. Total fees for each child is £780 per year and fees are charged on a monthly basis of £65 per month equivalent to £15 per week per child to be paid via direct debit. Cash or cheques will only be accepted if the payment date has elapsed.
2. All fees are to be paid in advance on a monthly basis via direct debit. If the fee is not paid within a week from the due date, the child may lose their place in Qur'an Academy. A surcharge of £10.00 per child will be payable to allow the child to join the class again. If the fee remains outstanding for more than 4 weeks, the child will be excluded from class.
3. If you have financial hardship and you find it hard to make full fee payment, please contact us in writing explaining your circumstances. We will review your application and we may be able to offer you some reduction in your monthly fees. Each application will be dealt with on a case-to-case basis by our admin team.
4. Families going on holiday are expected to give written notification and are required to make full payment in advance before leave of absence is granted. If no prior notification is received your child will lose their place in Al-Qur'an Academy and your deposit will be forfeited.
5. If your child requires time off for studies and wishes to return to Qur'an Academy after exams/revision, all fees need to be paid in full before absence can be authorised and their place retained.

### 2. Admission Fee:

An admission fee of £30 per child is payable for all new students at the time of enrolment. Please note there is no discount in admission fee.

### 3. Re-Admission Fee:

Please note if your child has been excluded for any reason and you wish to re-start their studies, a re-admission fee of £30 needs to be paid.

### 4. Holding Fee

- 4.1 All new students must pay one-month advance payment.
- 4.2 Parents are required to give Four weeks' notice (16 teaching days) in writing if they wish to withdraw their child from Al-Qur'an Academy. Children must attend Al-Qur'an Academy during the notice period.
- 4.3 If your child is excluded from Al-Qur'an Academy for any reason your Holding fee will be forfeited.

### 5. Waiting List:

- 5.1 If all places are full, we will add you our waiting list. Please note having your child's name in the waiting list is not a guarantee that your child will definitely get the place in Qur'an Academy.
- 5.2 Please note we maintain a waiting list and charge £10 as administration cost per child for keeping them waiting list, waiting list fee is non-refundable/non-adjustable. This is additional service we provide to facilitate our community. As soon as any place becomes available, the child from the waiting list will be offered the place in Al-Qur'an Academy and a Admission Fee of £30.00 within 3 days will be payable to secure the place.

<b>Admission Fee:</b>	£30.00 per child	Non-Refundable
<b>Re-Admission Fee:</b>	£30.00 per child	Non-Refundable
<b>Waiting List Fee:</b>	£10.00 per child	Non-Refundable
<b>Holding Fee:</b>	£60.00 per child	Refundable