

# MADRASSA USMAN-E-GHANI

308 ST Saviours Road Leicester LE5 4HJ

Email: Info@Usmanimosque.com

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## MADRASSA APPLICATION FORM

Please use BLOCK letter

### 1. Child's Name

Forename		Surname	
Date of Birth		Age	
		Gender	

### 2. Parents Details

Father		Mother	
Home Tel		Mobile	
Address			
Email			

### 3. Children already attending our Madrassa

Child Name		Class		Age	
Child Name		Class		Age	
Child Name		Class		Age	

### 4. Childs Health: {Please provide details of any specific requirements, illness & medications

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Any Allergies ?

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### Rules and regulations of the Madrassa

To ensure that a healthy intellectual environment is maintained and children's time at the Madrassa is spent productively, The Madrassa Education Board has laid down the following rules and regulation which both parents and students are required to agree and adhere to. Please read the rules & regulation and explain them to the child and sign the declaration part and kindly return to the administration office Thank you.

## Rules and Regulations

### 1. Timing

The timing for the Madrassa is as follows:

Monday to Thursday - 5:00pm - 7:15pm

Friday - 5:00pm - 7:00pm

**Hifz Class:** Monday to Friday: 4:30pm to 8:pm and Saturday: 6:00am to 10.00am.

All student must arrive to Madrassa atleast 5 minutes before start time and must be picked up as soon as Madrassa finishes. If your child arrives late then they must be accompanied by their parent or a letter to explain the reason why they are late. We do not take any responsibility out of Madrassa hours.

### 2. Uniform & Books:

The uniform for boys ia a white jubbah and a white topi and the uniform for girls is is a black jubbah and a white scarf. All students must come to Madrassa fully prepared with the correct uniform and with their siparas, books and any otheressentials they may need. It is the parent's responsibility as well as the child's to ensure that the child is in correct uniformwith the correct books. The books can be purchased from the office on the girl's side.

### 3. Fees

The admission fee for each child is £5 and monthly fee for each child is £20 (£25 for Hifz Class).

This should be paid within the first week of each month to make it easier for the class teacher. If the monthly fee is not paid for 3 consecutive months, the admission will be suspended and the Madrassa will have to dismiss the child. Admission fee and any other fee will not be refunded in any case. Cheques should be payable to **Usmani Mosque**.

### 4. Detension

The Madrassa has a strict detention policy. If a student is given a detention it is necessary for them to atend it. The parent will be informed in advance as to why and when the child has detention.

### 5. Complaints

if you have any complaints or issues that you may want to discuss then the complaints can be addressed directly to the class teacher. If not, then you can speak to the head teacher. Please do not hesitate to talk about anything.

### 6. Holidays

It is not always the case that Madrassa holidays fall at the same time as school holidays do.If the Madrassa is going to be having holidays then we will inform you in advance. If during school holidays Madrassa is open and your child is going on holiday or will be away then it is important that you fill out a holiday form and hand it in the office. If your child is awat for more than 3 days due to sickness or personal reasons the the head teacher should be told.

### 7. Abuse

The Madrassa will not tolerate any physical or verbal abuse to any member of staff, volunteer or student.

I Mr/Mrs/Miss .....Parent/Guardian of.....  
hereby agree to accept and abide by the rules and regulations of the Madrassa. I pledge my full co-operation and assistance with respect to my child's education at the Madrassa. I undertake not to unduly remove my child from Madrassa before the completion of the prescribed syllabus.

SIGNATURE.....

DATE.....