**Rules & Regulations**

**Madrasah Usman e Ghani**

**Students have the responsibility:**

* To attend Madrasah regularly, Monday to Thursday (5pm to 7.15pm) & Friday (5pm to 7.00pm)
* To respect the right of others to learn
* To respect their peers and teachers regardless of ethnicity or gender
* To respect the property and equipment of the Madrasah and others
* To carry out reasonable instructions to the best of their ability
* To conduct themselves in a courteous and appropriate manner in Madrasah and in public
* To keep the Madrasah environment and the local community free from litter
* To observe the uniform code of the Madrasah
* To read all Madrasah notices and bring them to their parents’/guardians’ attention

**1. GENERAL CONDUCT**

Students are representatives of our Madrasah from leaving home until they return and are thus expected to set themselves a high standard of behaviour both inside and outside the Madrasah.

**2. FEES.** Madrassa fees are £25.00 a month, this is to be paid within the first 10 days of the month. Admission fee is £5.00 per child.

**3. THE MADRASAH UNIFORM and GROOMING**

White Jubbah and White Topi (Islamic hat) or White Imaamah (Turban) is the uniform for boys. Black abaaya and white scarf is the uniform for girls. Uniform should be worn tidily and correctly both at Madrasah and between home and Madrasah. The full Madrasah uniform must be worn at all times. Jubbah and Abaayas are to be neatly presented; socks and shoes should be clean and presentable. Where a situation arises concerning a student’s uniform, written requests for temporary wearing of non-regulation items must be referred to the headteacher.

A student’s hair must be kept clean and tidy at all times. The style of the hair for boys should not be extreme. The hair for girls must be covered at all times. The colour must be the student’s own natural colour; no dye nor highlights are allowed.

Make-up must not be worn. Students are not permitted to have visible tattoos.

**4. The following are not to be brought on to the Madrasah grounds:**

* Gadgets
* Cigarettes, tobacco, shisha pens, vape pens/pipes.
* Knives or other weapons
* Matches/lighters/explosive or dangerous material
* Any offensive material
* Cameras
* Expensive bicycles or bicycle accessories or other costly equipment

**5. Mobile Phones/Devices (Laptops / Notebooks / Tablets)**

* Mobile phones will not be permitted in Madrasah.
* Devices will not be permitted in Madrasah.

If a student is found using a device, he/she will be given a warning accordingly. Mobile phones/Devices will not be confiscated except in circumstances where a member of staff considers the device to be a harmful or disruptive influence.

**6. The following are strictly forbidden on Madrasah property when students are under Madrasah discipline or attending a Madrasah function:**

* Distributing of literature or any form of written matter (without the prior permission of the Headteacher).

**7. Cyber Safety**

There are times when inappropriate use of social media is brought to our attention. Upon investigation, students will be given warnings if the use of inappropriate social media is proved.

**8. BULLYING.** Any form, verbal or physical, or any means of bullying or victimisation is strictly forbidden.

**9. LITTER.** It is the responsibility of every student in the Madrasah to ensure that the Madrasah is free from litter. Students are also encouraged to take the responsibility for litter in their immediate vicinity and place any litter in the many bins placed around the Madrasah.

**10. EXEAT PASSES.**Students are required to remain in Madrasah class during the contracted hours. No student may leave the Madrasah without prior permission, this includes collecting books. When leaving Madrasah during the day to attend dental/medical or similar appointments, the students must bring a written letter from a parent/guardian .

**11. LEAVE APPLICATIONS.**Parents, please consider carefully the effect on learning and the consequences of asking for leave during Madrasah time. The process of applying for leave is for parents/guardians to write to the headteacher well in advance, notifying dates and the reason for absence. Each application is considered fully by the student’s teachers and headteacher, before being granted or otherwise by the headteacher.

**12. LATES.**All students must be at Madrasah by 4.55pm. Latecomers must report to the teacher when entering the class. Constant latecomers will be given a warning.

**13. ABSENCES.**If you know your child is going to be absent for any reason please call the teacher and leave a message with student’s name, class, contact number and reason for the absence. After an absence from Madrasah a student must bring, on the day of return, a note signed by his parents/guardian, stating the reason for the absence and take it to the teacher. In the event of the absence exceeding 2 days, the Madrasah should be informed whilst the student is absent from Madrasah.

**14. BICYCLES**are to be kept in the racks provided in the carpark. Students are strongly advised to secure their bikes with a lock. Basic Traffic Department road safety rules must be obeyed to and from Madrasah. Bicycles may not be ridden in Madrasah grounds. **It is compulsory for all students riding bicycles to Madrasah to wear helmets.**

**15. DAMAGE**of any kind must be reported immediately to a Deputy Headteacher or teacher. In the case of wilful damage or negligence, students will be expected to contribute part or all of the cost of repair.

**16. STAFF MEMBERS.** The Madrasah will not tolerate any physical or verbal abuse. If this occurs, the perpetrator will be removed.

I Mr/Mrs/Miss ……………………………………………………………… Parent/Guardian of …………………………………………………………………

Hereby agree to accept and abide by the rules and regulations of Madrasah Usman e Ghani. I pledge my full co-operation and assistance with respect to my child’s education at the Madrasah.

Signature……………………………………………………………… Date ………………………………………………..