



## Wolverhampton Mosque Trust

197 Waterloo Road, Wolverhampton WV1 4RA. Tel: 01902 312232 (During madrasah times only)

# MADRASAH QASIMUL ULOOM - RULES AND REGULATIONS

## **AIMS AND OBJECTIVES**

Our aims and objectives are to provide Islamic education for the Muslim youth (aged 4 ½ - 16 years old) by encompassing the following:

- Teaching students how to recite the Holy Qura'an, beginning with the Arabic alphabets and with Tajweed (the science of recitation of Qura'an).
- Teaching Islamic beliefs according to the Qura'an and hadith.
- Teaching the basic and necessary Islamic injunctions pertaining to Wudhu, Ghusal, Tayammum, Azaan, Salaat, Zakat, Fasting, and Hajj etc. according to the Hanafi fiqh.
- Introducing Islamic history and the life of the Holy Prophet pbuh, according to the capability of the student.
- Mentoring students who have the potential to complete Hifze-Qur'aan.

## **RULES AND REGULATIONS**

### **Application Form**

The application form is to be completed and signed by the Parent/Guardian and handed to the Head Teacher personally or emailed to [m-qasimul-uloom@hotmail.com](mailto:m-qasimul-uloom@hotmail.com). If there are any changes to details e.g., address, phone number etc during the academic year Please inform us immediately.

### **Age of Admission**

Admission age is 4 ½ years to 16 years, provided that the child is independent of assistance in their necessities e.g., toilet and wudhu. Children who are not toilet trained are not eligible for admission

### **Academic Year**

The academic year begins from the Islamic month of Shawwal until the month of Shabaan.

### **Holidays**

During the academic year the Madrasah will be closed for the following holidays:

- 9<sup>th</sup> & 10<sup>th</sup> of Muharram (2 days).
- 12<sup>th</sup> of Rabiul-Awwal (1 day).
- 15<sup>th</sup> of Shabaan(1 day).
- Throughout the Holy Month of Ramadhan.
- Eid-ul-Fitr (for four days from the 1<sup>st</sup> to the 4<sup>th</sup> of Shawwal).
- Eid-ul-Adhaa (for five days from the 9<sup>th</sup> to the 13<sup>th</sup> of Zul-Hijjah)
- Half yearly Examinations (1 day).
- Annual Examinations.
- One week spring holiday in April.
- Last two weeks of August for summer holiday.
- Two weeks in December for winter holidays starting from 3<sup>rd</sup> Monday of the month
- All Bank Holidays throughout the year.

### **Madrasah opening hours**

Madrasah operates Hifz and Aalimah classes between 4:30 pm to 7:00 pm, Monday to Friday and Naazirah classes between 5.00 pm to 7:00 pm, Monday to Friday. Madrasah times may change during some school holidays at which point Parents/Guardians will be informed by way of sending a letter through the students and/or email. Please ensure that the children don't arrive more than 10 minutes prior to the Madrasah opening times specified above.



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**Fees** - There are Four types of fees:

1. **Admission Fee** (£25) - Paid upon first admission or re-admission into Madrasah. Please note that admission will not be complete without this payment.
2. **Madrasah Annual Child Fee** (Dependent on class - please see the class prices below):
  - One Payment - The full year can be paid in advance (preferred)
  - 10 Monthly payments – For ease and convenience the fees can be paid in 10 instalments, to be paid on the first Monday of each month.
3. **Exam / Jalsa Fee** – There may be a nominal fee for Annual Examinations and Annual Jalsa (for the students) at which point Parents/Guardians will be informed by sending a letter with the students and/or by email.
4. **Madrasah Outing/Trip Fee** – The madrasah may organise an outing for the children in which case a fee will be charged. Parents/Guardians will be informed by sending a letter with the students and/or by email.

\* To ease administration workload, the Madrasah would prefer the fees to be paid in advance annually, if not quarterly, if not monthly

\* A discount is available for families with multiple siblings – please enquire with the office

Madrasah Classes	Timing	Annual Fees per child
Naazirah Class	5:00 PM – 7:00 PM	£330
Hifz Class	4:30 PM – 7:00 PM	£460
Aalimah Class	4:30 PM – 7:00 PM	£650

### Punctuality

Every child should arrive at the madrasah at the correct time. Arriving after 15 minutes of opening time, will be marked as late and anything over half an hour will be marked as absent, unless there is a valid reason that needs to be proved by a note/letter from the parent/guardian. Due to Health & Safety reasons the madrasah door will be locked after 30 minutes, and your children will not be permitted into the Madrasah. Parents are not allowed in the classrooms at any time; contact the Madrasah Office/Head Teacher.

### Attendance

If a child fails to attend class for 5 weeks or more continuously without prior notification, their name will be removed from the Madrasah and will need to go through a re-admission process which will also include paying the relevant fees. Continuous non-attendances without valid reasons will create a poor attendance record for the child and will consequently affect their performance and exam results. The madrasah will not be responsible for the non-progression of the child.

### Late Pickup

Every child should be picked up by their respective parents/guardians on time at the end of every madrasah day. If for some unavoidable reason you are unable to arrive in time to collect your child after Madrasah Class, please inform the Madrasah immediately so special arrangements can be made to look after your child, however this will incur a child minding costs (£20 per hour, this will be added to your fees). In the case of an emergency situation where you are unable to pick your child up, please ensure that your child is sufficiently trained to inform his or her teacher that no one is here to pick them up. No child should leave the premises of the Madrasah alone so please ensure that in such a scenario your child doesn't talk to strangers and spends his/her time with their teacher or responsible person.

### Uniform/Dress

All students must be in uniform, Children appearing without a uniform may be sent home or separated from the class. We will not accept the excuse of the uniform being in the wash. Children appearing in an unclean state will be returned home or their Parents/Guardians will be contacted.

- Boy's uniform - White Jubba or White Shalwar/Qameez with a White Topi (Head cover) brought from home.
- Girl's uniform - Black Abaya which must be closed from the front from top to bottom with a White Scarf



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### **Class Assignment**

Students will be allocated classes and teachers based on level and ability not to the personal choice or preference of the parents/guardians. If a student is absent for a period (a day, week, etc) they will join the class wherever the class has progressed to, and he/she will have to make up the missed lessons in his/her own time, therefore it is vital that attendance is maintained otherwise the progress of the student will suffer.

### **Homework**

The daily homework should be completed before coming to the Madrasah. A child's progress may be seriously jeopardised by not completing the homework. Please remember that children have different abilities. In addition, the effort, attendance, behaviour etc. can all collectively affect their progress.

### **Resources**

All students must have their own Qura'an and textbooks. If required, they can be purchased from the masjid shop, upon request. Students will be responsible for their own resources; we cannot guarantee students will find any lost or misplaced books left behind.

### **Exams**

There will be two exams throughout the year. The mid-year exam will be carried out internally by the Madrasah teachers. The end of year exam will be conducted by external examiners

A Jalsa (gathering) will be held, and prizes awarded to all the students thereafter. Special prizes will be awarded to the students achieving the first, second and third places.

### **Certificates and References**

These will be issued according to the education/attendance records and the behaviour of the child during their study at the Madrasah.

### **Gifts for the Students**

You are advised to send the same thing for all children if you wish to send some gift for the Madrasah students, i.e., some people send bananas, apples, pears etc and it becomes difficult for the teachers to distribute these items with equity amongst the students.

### **Restrictions in Madrasah**

Avoid sending students in with expensive or valuable items such as costly footwear, gold or silver jewellery, expensive watches, electronic games. Mobile phones are permitted for emergencies only, they must be switched off during class times. These items are liable theft and can be to be a safety risk. We cannot take responsibility for such incidents. If such items are found in possession of a child, the teacher may confiscate these for the sake of security. Possession of any dangerous items such as penknives, knives, cigarettes, matches, cigarette-lighters, found in the child's possession are prohibited and will be confiscated by the teacher. Chewing gum is also prohibited, students will be asked to dispose of it immediately.

### **Behaviour**

The use of abusive language, swearing and fighting is forbidden and in extreme cases a child may be expelled from the Madrasah. In such a case the teacher's investigation/recollection of events will be favoured, considered binding and accepted over that of the student. The acts of disobeying and/or insulting the teachers is not welcome. The child displaying such behaviour may be expelled. A misbehaving child will be given a verbal caution. If this caution is ignored, then child will be separated from the class. If the behaviour is not rectified the child will be suspended, sent home and/or the parents/guardians will be notified.



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### Accidents

The Madrasah will not take any responsibility whatsoever for any form of accident, that a child may incur whilst travelling to and from the Madrasah. Any incidents during class will be dealt with swiftly and in a professional manner

### Complaints and Suggestions

If you have any complaints or suggestions concerning the Madrasah or Teachers then please do not hesitate to approach a suitable person such as a teacher/head teacher or a member of the mosque committee, to resolve your concerns.

### Letters

As parents, please follow up with any letters sent home through the students or via email and ensure that appropriate action is taken.

### Method of Achievement:

The following factors need to be acted upon to help the student achieve the best results

- Punctuality in attendance.
- Daily revision (at home) of work given by the teacher.
- To recite (on the following day) in the presence of the teacher, revised work.
- To respect and fulfil the etiquettes of the teachers, books and the institution.
- To refrain from all acts which interfere with the education at the Madrasah.

### Advice for Parents/Guardians

- Please encourage religious education at home.
- Encourage your child by taking an interest in their everyday progress e.g., by checking and helping them with their homework (assigned by the Madrasah).
- Treating them to occasional gifts is also desirable.
- To include your children in your daily prayers & recitation of the Holy Qura'an.
- Occasionally test your children on the education they receive by enquiring about the methods of Salaat etc.

### Notes for Hifze-Qura'an

- First and foremost, your child must have completed nazirah of the whole Qura'an and must be able to read fluently before being allowed to start Hifz class.
- Please note that this requires utmost dedication, effort and extreme hard work from the parents/guardians, the student, and the teacher.
- We have learned from experience that Hifze-Qur'aan is difficult to teach in a local Madrasah however, we have extended this noble service to our community. You are requested to consult the Hifz teacher in advance regarding your child and your child will only be admitted to the Hifze-Qur'aan class if accepted by the teacher.

### Copy Right Reserved

The Madrasah reserves the right to make any adjustments or changes to the contents of this Document at any time deemed necessary without prior notification.