

Rules & Regulations

1. General

- 1.1 The minimum age of admission is year 1 (6 years old) at the beginning of the new academic year.
- 1.2 The Education Centre shall not be responsible for transport arrangements to/from the Education Centre, and will not be liable for any incident occurring outside the Education Centre's premises on any such journey.
- 1.3 The Education Centre reserves the right to amend existing rules or introduce new rules at any time.
- 1.4 Please follow government guidelines regarding the COVID-19 pandemic. The Institute is not responsible for any harm that may be caused by COVID
- 1.5 Parents must ensure they collect their child from the Madrassah doors and park responsible. Any irresponsible parking could jeopardise your child's position

2. Behaviour

- 2.1 All students and parents shall be expected to conform to all rules and regulations, with no exceptions.
- 2.2 All students shall be expected to conform to Islamic guidelines, as advised by their teachers, in relation to dress, hair and appearance - please ask the teachers for details.
- 2.3 Students must not bring unnecessary items into the Education Centre, and must look after their belongings whilst on the premises. The Education Centre shall not accept responsibility for any damage to and/or loss of any student belongings.
- 2.4 Student(s) and/or their parents/guardians shall be liable for the cost of any damage to Education Centre property.
- 2.5 Any student whose continued presence at the Education Centre is deemed to be harmful to the Education Centre, staff, or other students shall be excluded from the Education Centre and in any such case the decision of the Education Centre shall be final.

3. Attendance

- 3.1 All students must be punctual and regular in their attendance.
- 3.2 Students are expected to attend and arrive on time to the Education Centre and are not allowed to arrive too early or late. Only in exceptional circumstances students may be allowed to leave early, supported by confirmation from the parent/guardian and with prior agreement of the Education Centre.
- 3.3 All absences must be explained by a note signed by the parent/guardian.
- 3.4 Absence by a student for one week or more without notification may automatically terminate his/her place at the Education Centre.
- 3.5 Any student who leaves the Education Centre without notice or without a valid reason will only be put back on the waiting list, at the discretion of the Education Centre.
- 3.6 The Education Centre will endeavour to observe and allow holidays for all important Islamic occasions. However, this will be entirely at the discretion of the Education Centre.

4. Education

- 4.1 All students shall be responsible for having the necessary equipment/materials and maintaining their own pens, pencils, Qa'idās, Seeparas, Qur'ans etc.
- 4.2 Parents/guardians shall be expected to ensure that any homework/tasks given to students are completed and submitted at the requested time.
- 4.3 Any student falling behind in their studies or failing to complete their homework may be kept in detention. Parents/guardians will be informed prior to the detention.
- 4.4 All students shall be assessed upon admission and at regular periods during their education, and shall be allocated classes according to their ability and needs.
- 4.5 Administrative decisions such as class allocations, setting of timings, holidays and setting the syllabus etc. shall be made at the sole discretion of the Education Centre.
- 4.6 As part of a comprehensive 'real world' education provision, students will be expected to perform tasks on premises (e.g. tidying, cleaning, including toilets, etc) and in the wider community (e.g. litter picking, voluntary help, etc).

5. Disciplinary

- 5.1 Any student or parent showing any form of disrespect to the trustees, teachers or staff of the Education Centre will be judged as inexcusable and may find the student liable for dismissal.
- 5.2 The Education Centre reserves the right to terminate any student's admission if it deems this to be appropriate. Students whose admission is terminated will have no legal remedy against the Education Centre.
- 5.3 All complaints and concerns should be addressed to the Principal.
- 5.4 In the event of any dispute/disagreement, the decision of the Education Centre shall be binding and final.

6. Fees

- 6.1** Fees is paid on a monthly basis via direct debit or cash on the 1st of every month. All fees must be paid on time or parents may face an admin charge.
- 6.2** Fees is a fixed rate of £400 per annum or £370 if paid upfront
- 6.2** The fee for each student is paid towards reserving his/her place and not for teaching or attendance. Any student not attending (no matter what the length of time) with/without notification will still have to pay the fee in full.

Declaration

I declare that all the information overleaf is accurate to the best of my knowledge, and I will adhere/and ensure my child adheres to all the Education Centre's rules & regulations.

Masjid At-Taqwa • 807 Great Horton Road • Bradford • BD7 4AG