

**A Guide for  
Parents & Students  
Of**

مدرسة روضة العلم

**Madrasah Rawdhatul Ilm**

- ❖ **Statement of Objectives**
- ❖ **Admission Criterion**
- ❖ **Rules & Regulations  
Regarding the Conduct & Behaviour of  
Students**

**Our Objectives**

1. To treat each individual child as our own
2. To provide the best religious, spiritual and moral education to each child, within the limited time we have with them.

These objectives can only be fully accomplished if there is mutual understanding of responsibilities and co-operation between teachers, parents and children alike.

A child's religious and moral development is highly dependent on the environment that he/she is in, and on the observation of things happening around him/her. The most versatile ground for implementation and practice of whatever a child learns at Madrasah is no place but home.

If a child finds himself/herself in an environment where the moral principles of Islam are being violated, or the child is discouraged from practicing for what he/she has learnt, the child becomes confused, and in many cases will disregard or view as inferior, the beliefs and tenants of Islam.

In this way, without realizing the consequences, we become the greatest obstacle in the path of religious and spiritual success of our children.

Each and every parent is humbly requested to consider and observe the Rules and Regulations of Madrasah, giving them the due consideration and value they deserve, so that we are seen to be the protectors of faith by our children and not its adversaries.

We hope and pray that you will understand the importance of this issue and work hand in hand with us together to create a prosperous, modest and religious future for our children.

## **MADRASAH ADMISSION**

### **THESE RULES AND REGULATIONS MUST BE READ IN CONJUNCTION WITH ANY ADDITIONAL RULES & REGULATIONS/GUIDANCE NOTES THAT ARE OR MAY BE ISSUED BY THIS INSTITUTE**

1. All applicants will be admitted on a three month trial basis.
2. Only a child who has been given a place at school will be admitted into Madrasah
3. Students will have to comply with Islamic Teachings.
4. Students must observe Islamic dress-code and must be neat and tidy at all times. Guidance notes on clothing & haircut should be read & implemented accordingly.
5. The times of Madrasah will be decided only by the principal. Guidance notes on punctuality/early leave & vacations should be read & implemented accordingly.
6. The parents must see that the student learns his/her lessons for at least half an hour before sleeping and in the morning.
7. The parents must ensure the student has prepared his/her lessons prior to coming to Madrasah.
8. The Madrasah has the full right to dismiss any student for misconduct or breach of rules and regulations and he/she will have no legal remedy against the Madrasah
9. In case of complaint or any other matter, consult the Head Teacher, either personally or by telephone (sisters only in writing or by telephone) on 07846 792465 who will be available between 7.15pm to 8.00pm (Mon – Fri).
10. Any change of address, telephone number or any other personal details must be notified immediately, in writing.
11. Any student who does not sit the final end of year examinations will have to re-apply for admission (serious illness may be valid reason but medical evidence will be required).
12. All parents are required to participate in any functions organized by the Madrasah in regards to the child which includes parent's evenings, Jalsa's etc.

## **REGULATIONS & GUIDANCE NOTES**

### **Punctuality of Time/Early Leave & Vacation**

1. All children must arrive 5 minutes prior to class commencing at the latest, after which the doors will be closed (unless prior permission has been obtained).
2. Students will be expected to respect the times of Madrasah, attend on time and leave only after the time has expired. No excuse will be valid for coming late or staying absent except where permission is sought by telephone or letter prior to the incident.
3. A child wishing to take early leave due to illness will only be marked present, if 45 minutes of the lesson is attended.

4. Early leave for any other reason besides illness will not be acceptable to attain attendance. A child wishing to leave Madrasah before the time has expired must bring a letter from parent/guardian stating the reason, and must be collected from the Madrasah by parent/guardian, or else leave will not be granted.

5. Parents wishing to take children on holiday must book during the 3 week summer vacation. If, due to unavoidable circumstances, the child requires authorized leave, permission must be taken at least two weeks in advance. Failure to do so may result in your child being removed from the Madrasah. Similarly, a child wishing an extensive leave of absence from Madrasah will be given a maximum of 2 weeks only, unless the Principal decides otherwise.

6. For absences other than illness, which may be more than 2 days, an application form for authorized leave must be obtained from the Head Teacher and submitted with full details of reason for absence. An application for authorized leave of absences must be made at least two weeks in advance, failure to do so may result in your child being removed from the Madrasah register.

7. The Madrasah will not accept a child staying absent or arriving late due to a school trip/any other activity. Failure to comply will result in the child being marked absent or being removed from the Madrasah.

## **Cleanliness**

1. A child must be closely scrutinized at home to see whether purity of body and clothing is maintained, especially after going to the toilet.

2. All children must be made aware of the importance of cleanliness - not standing and urinating; using water after relieving oneself; and making Wudhu before touching the Qur'an.

3. All children must come to Madrasah with clean and presentable clothing.

## **Madrasah Uniform**

The Madrasah requires all students to observe its dress code.

### **1. Madrasah uniform for girls:**

- Scarves or shawls (of sufficient length)/Abayahs, should be black, opaque and of sufficient length.
- Traditional Indian/Pakistani clothes should be worn under Abayahs.

### **2. Madrasah uniform for boys:**

- Jubba/Kurta should be of sufficient length below the knees and above the ankles.
- The lower garment (trousers/**Izar**) should be of such fitting that it is above the ankles and not folded.
- Jeans, track suit and jogging bottoms should not be worn.

## **Haircuts**

The hair of both boys and girls must comply with the Sharee'ah. The hair for boys must be cut in total compliance with the Sharee'ah, that it be level on all sides. Sporting a haircut where the hair at the back and sides are shorter than the top is prohibited in our Sharee'ah, since the Prophet (Peace & blessing be upon Him) has forbidden such haircuts. Children with such haircuts will be sent home immediately and will not be able to attend madrasah until the hair is according to the Sharee'ah.

## **Fees**

1. All fees will be submitted on the first Monday of every month.

2. Fees will be payable for 12 Months whether the child is on vacation, authorized/unauthorized leave.

## **Classroom Rules**

1. Teachers will be respected at all times. Any act of disobedience or attitude will result in the child being cautioned and put on report. Repetition of such behavior may result suspension or expulsion from the Madrasah.

2. All the property of the Madrasah should also be valued. Any damage will result in the parents being liable for its repair/replacement.