



Policies and Procedures

Aims & Objectives

- To Provide Islamic education to children, irrespective of their race, colour, ethnicity, or geographical background.
- To install Islamic values and beliefs in the hearts of our pupils in light of the Quran and Sunnah, upon the understanding of the Pious Predecessors (Sahabah, Tabu'een and Atba-Tabi'een).
- To make the madrasah experience pleasing and enjoyable for students by means of quizzes, prizes, and games etc.
- To ensure all pupils are treated fairly and equally.
- To help develop pupils to become upright members of the community, Inshallah.
- To adopt a professional approach with all madrasah related issues.
- Ibrahim Academy classes will focus on:
 - Developing in reading the Quran with Tajweed and memorising short supplications and basic acts of worship.
 - Islamic studies - covering beliefs, manners, Seerah etc.

Uniform & Hygiene

- Girls must wear a khimaar (head scarf and Jilbaab (loose outer garment.)
- Boys should wear a white thobe.
- Any child attending the Madrasah not in their uniform may be sent home.
- Parents must ensure that their child arrives at the Madrasah in a state of wudu.
- A certain level of cleanliness and hygiene is expected from all students, such as: clean clothes, clean socks, trimmed nails etc.
- We have a strict policy on hairstyles. We do not allow boys and girls to have any hairstyles which are deemed contrary to Islam. Boys are also not permitted to wear any chains or earrings. Any student found breaking this rule will be sent home.

Fees

- Fees are £30 (Hifz class - £40) to be paid Monthly in advance and are non-refundable regardless of attendance.
- Fees must be paid on the first weekday of every month. Constant lateness in paying the fees may result in expulsion.
- Parents are responsible for purchasing a Qaida or a Quran dependant on the student's level. Parents will be advised should other textbooks be required.
- If a student enrols part-way through the month the fee will be calculated pro-data till the end of the month, payable in advance.
- Please note there is a registration fee £35 per child for all new pupils starting the Madrasah.

Discipline Policy

- Well behaved students are vital in the smooth running of the madrasah.
- We do not have a corporal (physical) punishment policy. Ibrahim Academy will not tolerate any teacher found breaking this rule.
- Pupils found breaking any rules or misbehaving will be given a verbal warning. Should their behaviour not improve, a meeting will be arranged for parents with the Head of the Madrasah. After meeting with parents if a child's behaviour still does not improve, the child will be suspended or expelled in the best interest of the Madrasah.
- Aggressive behaviour, verbal abuse, or any form of bullying towards pupils or teachers will strictly not be tolerated under any circumstances.
- If a parent wishes to make a complaint regarding any aspect related to the Madrasah, they should contact the Head of the madrasah to arrange an appointment.
- Ibrahim academy reserves the right to exclude any student disrupting the class or breaching madrasah policy.

Absences & lateness

- Class will only be cancelled during exceptional circumstances. In the event of bad weather such as heavy snow etc, a message will be sent out through text.
- Please make sure that your child arrives at the Madrasah before 5pm. Any child arriving after this time will be classed as late. If a child is constantly late, parents will be notified. If the problem persists, the child will be suspended or expelled from the madrasah.
- Any absences should be kept to an absolute minimal and **MUST BE** explained in the form of signed explanation of absence in a written note from parents.
- Any planned absences must be approved in advance with the Head of the Madrasah. Failure to do so may result in disciplinary action being taken.
- Parents are requested not to have football training, tuition or any other after school activities (sports, weddings, shopping etc..) during Madrasah hours as this will seriously hinder your child's progress.
- Any pupil who is absent for 5 consecutive days without notification will have their admission reconsidered.
- Absences have a great impact on your child's education **AND** upon the entire class, therefore we ask you to please appreciate our concerns.
- Parents/guardians are responsible for accompanying their child to the Madrasah and collecting them on time.

General Issues

- Madrasah classes will normally run from Monday to Friday between 5pm - 7pm.
- Classes will be subdivided to cater for different ability groups.
- Classes will be limited to a maximum of fifteen pupils per teacher to ensure each student receives quality time and attention.
- Children will be admitted to Ibrahim Academy based on a completed application form and a pre-interview with the Head of the Madrasah.
- Should all the places be full at the Madrasah, children will be placed on a waiting list and parents will be notified when a place comes available.

- Classes will be only cancelled under exceptional circumstances.
- Parents are not allowed onto the premises during madrasah hours. If you wish to speak to the Head of the Madrasah, please make an appointment by telephone.
- Children are expected to keep their learning areas clean and tidy and may be asked to tidy and clean up before leaving.
- Strictly no mobile phones are allowed on the premises, if a child is found with a mobile phone, it will be confiscated by the teacher.
- Items such as: pen knives, laser pens, torches, iPod, toys, games, sweets, chewing gum or weapons of any type are not permitted on the premises. Any child found with which items will have them confiscated.
- No classes will be held during Ramadan or during Eid holidays and other pre-announced holidays.

Every effort is made to maintain your child's safety and well-being whilst attending the Ibrahim academy at Masjid Ibrahim. in the unlikely event of an accident, or loss or damage to personal items, the madrasah and masjid Ibrahim will not assume any liability for any direct or indirect loss, damage or injury arising from use of the premises.

IBRAHIM ACADEMY

Application Form

**Masjid Ibrahim, 62 Halifax Old Road, Birkby, Huddersfield, HD1 6HG
01484 535280/ 07378 343297, Ibrahimacademy3@gmail.com**

Please complete the following in BLOCK CAPITALS

Full name of child: _____

Date of Birth: _____ Male Female

Address: _____

Postcode: _____

Name of Guardian 1: _____ Relationship to child: _____

Contact number/s: _____

Email: _____

Name of Guardian 2: _____ Relationship to child: _____

Contact number/s: _____

Has your child attended any Qu'ran and Islamic Study classes? If so, please provide details (where and level attained)

Level of attainment Beginner Qaida Qu'ran

Do you have other children attending Ibrahim Academy? Yes No If yes, please give their details _____

Does your child have any allergies Yes No If yes, please provide details _____

Are there any other matters we need to be aware of in the interest of your child's welfare and safety at the Academy?

I confirm that I, the guardian of the above named child, have read and understood the policies and procedures relating to the Academy and agree to abide by them

Signed _____ Date: _____

FOR OFFICE USE ONLY below this line

Date rec'd: _____ Date admitted: _____ App checked for: _____ Policy & Proc: _____