

1. Children must be over the age of 5 years and attending class one in regular school. All children must be fully toilet trained.
2. Children must be dropped off at the allocated place and picked up by a responsible adult. The Trust is not responsible for incidents before and after teaching times.
3. The classes will be based on the curriculum (please see curriculum document, available on Masjid's Website: <https://www.jmahdawah.org/booklets/>)
4. Classes and promotion/demotions will be by assessment. Final decisions on this will rest with the teaching staff only and are not negotiable.
5. Classes will only be cancelled under exceptional circumstances and will normally run Monday to Friday between 16:30 and 19:30.
6. No classes will be held during Eid and other pre-announced holidays.
7. All fees must be paid in advance for the entire month until the last Friday of the month. The monthly cost is to be set by the Aspire Trust. Payments are to be made to the appointed staff. **Failure to pay on time will result in your child being excluded from class.**
8. Fees are nonrefundable regardless of attendance.
9. Parents are responsible for providing all textbooks depending on the student's level. Parents will be advised should other textbooks be required.
10. If a student enrolls part way through the month the fee will be calculated pro rata till the end of the month, payable in advance.
11. The teacher will maintain a register of attendance. Absences should be kept to an absolute minimal. Excessive unexcused absences will lead to disciplinary action, usually resulting in removal from the register. Re-enrolment will be subject to committee approval and spaces available.
12. Teachers and management reserve the right to exclude any student disrupting the class or breaching the rules and regulations. Fees will not be refunded for exclusion days.
13. Anybody, child or parent, causing disruption to the smooth running of JMAH Madrasa classes, physical violence, rudeness, or misbehavior will result in child being removed from the register immediately pending review of the case by the Trust. The decision of the Trust will be final.
14. The Madrassa runs a yellow card warning system. Yellow cards are issued when misconduct or breach of the rules. Two yellow cards will result in a red card. A red card will mean a minimum penalty of one day exclusion from class. Maximum penalty will be permanent removal from the register. All penalties for red cards will be approved by the Trust. Trust decisions will be final.
15. Children must not bring illegal items or anything that is not needed for the class or that could cause disruptions to the class. This includes mobiles, computers, weapons, drugs, sweets and any valuable items. Illegal items will be reported to the authorities.
16. Parents/guardians are responsible for accompanying their child to and from the door of the main prayer hall and collecting them on time.

17. Girls must wear hijab and appropriate, modest, loose fitting clothing. Boys should be dressed according to Islamic norms. A plain white Arabic or Pakistani style long shirt and a white mosque hat.

18. If parents have any grievances or complaints, then they must raise these with Aspire trust and not the teacher. Grievances would be dealt with by the committee alone.

19. Only the person signing the application form will have the right to raise a complaint or grievance. No one else would be allowed to do this on their behalf.

20. In case of pandemics, like Covid-19, Madrasa teaching can be online using one of the safe meeting platforms. Situation will be reviewed regularly by the Aspire to check the possibility of returning to teaching inside the Masjid's premises.

Every effort is made to maintain your child's safety, and wellbeing whilst visiting the Mosque. In the unlikely event of an accident, or loss or damage to personal effects, the mosque will not assume any liability to any direct or indirect loss, damage or injury arising from use of the premises and car park.