

Madrasah Handbook



DARUL FATH ACADEMY

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INTRODUCTION

Darul Fath Academy operates from two locations, The Hamilton Hub and Baytul Ihsaan. The boys' side is located at The Hamilton Hub (Unit 1, Hamilton District Centre, Maidenwell Ave, Hamilton, Leicester LE5 1BJ). The girl's side is located at Baytul Ihsaan (202 Sandhills Ave, Hamilton, Leicester LE5 1PL).

Darul Fath Academy is committed to educate, motivate and inspire students to acquire the best morals in order to make a valuable contribution to society.

Our goal is to instill in each student the love of Allah S.W.T, Our Beloved Prophet ﷺ and the Deen of Islam, and to develop a positive Muslim identity as well as a commitment to religion, family, and community.

AIMS AND OBJECTIVES:

- To enable all children to fluently recite the Qur'an with Tajweed.
- To provide Islamic education for Muslim children.
- To provide a safe, stimulating, caring and nurturing environment to enable all pupils to achieve their full potential.
- To provide the highest possible standard of religious, spiritual and moral education.
- To create an awareness of responsibility as Muslims alongside individuals of the wider community.

CLASS SYSTEMS

Classes:

The Madrasah operates a class system whereby the child will progress with the rest of the class. If a pupil is absent for a week, then they will join the class from wherever the class has progressed to, (as any work missed during lessons should be made up in their own time) therefore it is vital that attendance is maintained.

ATTENDANCE / ABSENCE & LATENESS POLICY

Pupil Attendance / Absence Policy

Pupil attendance and punctuality is undoubtedly linked to education and behaviour. Parents are requested to bring their child on time every day. Absences can be detrimental to a child's learning; hence pupils are to be encouraged to attend classes every day.

Kindly note the following:

- Please ensure your child arrives promptly for their allocated session time. If you are unsure which session your child has been assigned to, please contact the Administrator.

Girls

- Session 1 begins at **4:55pm**. Doors open to pupils at **4:45pm**. Pupils should aim to arrive by **4:50pm**.
- Session 2 begins at **6:15pm**. Doors open to pupils at **6:15pm**. Pupils should aim to arrive by **6:10pm**.

Boys

- Session 1 begins at **5:00pm**. Doors open to pupils at **4:50pm**. Pupils should aim to arrive by **4:55pm**.
- Session 2 begins at **6:20pm**. Doors open to pupils at **6:20pm**. Pupils should aim to arrive by **6:15pm**.
- Please provide prior notification to the Administrator if your child is to be picked up early.
- The Madrasah will not be held responsible for the care of children outside the above hours. In the event of an emergency, please contact the Administrator.
- Parents **MUST** notify the Administrator of any absences or lateness in advance. If prior notification is not possible due to an emergency, then a message is to be sent by the parents at their earliest convenience.
- The holiday timetable primarily coincides with the school holidays so that we can aim for minimal disruption to the pupil's education (Please refer to the Year Planner).

- Parents must ensure that they collect their children on time:

Girls

- Session 1 pupils are to be collected at **6:10pm** and no later than **6:20pm**.
- Session 2 pupils are to be collected at **7:45pm** and no later than **7:55pm**.

Boys

- Session 1 pupils are to be collected at **6:15pm** and no later than **6:25pm**.
- Session 2 pupils are to be collected at **7:50pm** and no later than **8:00pm**.
- A charge of **£5.00 for up to every 15 mins** may be levied to cover the cost incurred of keeping a member of staff behind to supervise children after the collection times stated above.
- Long term absence such as long overseas holidays are not permitted as they can have an effect on the child's learning.
- Pupils who have less than **90% attendance** will have their admission reviewed.
- Parents shall be informed of their child's attendance record if they are regularly absent or late.
- Unauthorised absences of **10 days or more** will result in the child's admission being suspended, the pupil may be removed from the register and parents must re-apply to the Madrasah for re-admission.

UNIFORM POLICY

As an Islamic establishment that teaches and promotes all aspects of Islamic life, the Madrasah aims to teach and instruct pupils about appearance and clothing according to the Islamic faith.

All pupils are expected to dress appropriately and modestly with Islamic principles. Parents must ensure that pupils are clean and tidy at all times.

The following Madrasah policy will be implemented with respect to clothing and appearance of pupils:

Boys

- All pupils **MUST** wear a white 'Jubbah' and Black or White plain trousers to the Madrasah .
- All pupils **MUST** cover their heads with a white 'Topee'.
(Other forms of hats like 'Tcaps' or outdoor hats will not be accepted).
- Trousers **MUST** be kept above the ankles at all times.
- Jewellery items are strictly prohibited for male pupils and will be confiscated.

Girls

- All pupils **MUST** wear a loose plain black 'Abaya'.
- All pupils **MUST** have all their hair, necks and chest covered with a black scarf.
- Jewellery items such as chains, rings or earrings are disallowed due to safety reasons.
- Pupils are strictly **NOT** allowed to attend Madrasah with any make-up.

Non-compliance with uniform rules

- Children who do not wear the Madrasah uniform will be sent home.
- Children appearing in an unclean state will be returned home and their Parents/Guardians will be contacted.

HOMEWORK POLICY

Homework is used to consolidate learning and to give parents the opportunity to become familiar with the lessons their children are learning at the Madrasah.

Learning at home is an essential part of good education; it gives children the opportunity to practice tasks covered in class and helps pupils work towards improving important skills. It also helps children to become confident and independent in their learning, which will help them throughout their time at the Madrasah, and Insha-Allah throughout their life.

- Homework will be given on a daily basis.
- Homework will be structured around existing class work, (it will have been taught in the Madrasah lesson first).
- Pupils may be asked to discuss some reading with a parent or family member, or to produce written work.
- Homework must be completed on time and as requested by the Teacher.

- Extra homework may be given during the holidays.
- Sanctions listed in our behaviour policy may be applied if homework is not completed without a valid reason.
- Should any child be unable to complete a piece of work, for whatever reason, parents are asked to write a note to that effect.
- Parents are required to sign their child's daily planner.

Parents are expected to support the Madrasah's policy by offering guidance and support to their children. Specifically, we ask parents to:

- Practice with and listen to their child daily for at least 30 Minutes – Qur'an, Surahs, Dua's and Islamic Curriculum.
- Ensure their child learns the daily lessons
- Provide a reasonably peaceful, suitable place to do homework
- Support the Madrasah in their child's learning
- Value homework
- Encourage and praise their child when homework is completed

BEHAVIOUR POLICY

The Madrasah seeks to create an environment in which effective teaching and learning can take place.

The principles underlying this Behavior Management policy are based on respect.

- Respect for self, fellow students and Teachers.
- Respect for books and personal belongings.
- Respect for the environment.
- The policy seeks to put into practice the shared values of the community.
The community consists of pupils, Madrasah staff and the wider community.

Respect for self, fellow students and Teachers

Everybody should:

- Behave in a sensible and appropriate manner.
- Allow others to learn and teachers to teach.
- Treat everybody with consideration and good manners.
- Help to prevent all forms of bullying.
- Keep the health and safety of others in mind.
- Behave helpfully and responsibly.

Respect for the Environment

Everybody should:

- Treat their own property and the property of others with care.
- Treat the Madrasah building, contents and grounds with care.
- The Madrasah promotes good behaviour by displaying the Madrasah Rules, agreed by pupils, parents and Madrasah staff, in all classrooms and around the Academy.

General rules

- Possession of valuable items such as costly footwear, gold or silver jewellery, expensive watches, smart watches, electronic games is strictly prohibited in the Madrasah. The Madrasah cannot take responsibility for these items.
- Mobile phones are strictly prohibited on the Madrasah premises. In cases of genuine necessity, parents must request permission in advance, and any mobile phone brought onto the premises must be handed to the office upon arrival.
- If any of these items are found in the possession of a child, the teacher may confiscate them.
- Possession of any dangerous items such as pen-knives, knives, cigarettes, cigarette-lighters, vapes etc found in the child's possession will be confiscated by the teacher and the parent or guardian will be contacted immediately.
- The use of abusive language, swearing and fighting is forbidden and in extreme cases a child may be expelled from the Madrasah.
- The acts of disobeying and/or insulting the teachers are strictly prohibited. The child displaying such behaviour may be expelled.
- If a child is found possessing chewing gum it will be confiscated immediately.

HEALTH & SAFETY

Statement of Intent

Health and safety are an important consideration for our Academy. We will take all reasonable steps to provide a safe and caring environment for children, staff, volunteers and visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with the relevant legislation.

COMPLAINTS POLICY

Expressing your concerns

Our policy is that parental concerns and complaints should be dealt with at Madrasah level, wherever possible. This is because we want to build and maintain good relations with parents and work with parents to provide the best possible education for their child.

Where possible, we prefer to resolve any concerns immediately, so as to make the best use of valuable time in supporting our children. If, therefore, you have any concerns at all about your child's education or welfare, please contact the principal to arrange an appointment to discuss your concerns. We will then explain what actions we can take to help to resolve the problem.

Concerns

We recognise that parental concerns can give rise to stressful situations for families and the Madrasah Staff. We therefore ask you to bring your concerns to us in a spirit of positive willingness to seek a solution; and we will respond accordingly.

INTERACTION WITH PARENTS / COMPLAINTS PROCEDURE

The following Madrasah policy will apply with regards to interaction with parents:

- Under no circumstances should any parent confront a teaching member of staff or attempt to resolve any issues.
- All complaints/issues raised at the Madrasah must be submitted by completing the complaint form which is available from the principal and through the IBEams Portal

- The Madrasah management will not investigate nor action any complaint that is made anonymously.
- The Madrasah management will not tolerate any form of abuse to any member of staff.
- In the event of abuse and threats to any member of staff, your child will be suspended immediately pending an investigation.

FEES POLICY

MADRASAH FEES

- It is important that you read and understand the information within this document as it forms the 'Madrasah Fees Policy'. Please note that your acceptance of the Madrasah place(s) for your child(ren) is an automatic acceptance of the terms and conditions of the Madrasah fees policy herein.
- The Madrasah operates on a non-profit basis and payment of fees on time is essential for the Madrasah to be sustainable.
- As a private Madrasah, it is not entitled to any government subsidies and as such all costs incurred by the Madrasah is funded by fees.
- Our tuition fees are inclusive and cover teaching of the Madrasah syllabus.
- **Sibling Discount:** The full monthly fee applies to the first child (e.g., £55/month). A £10 discount per month applies to each additional sibling (e.g., £45/month per additional child).
- **Resource Fee:** An annual fee of £20 per student is required. This fee covers the initial copy of all necessary learning materials for the year, including the Qur'ān, Qā'ida, and curriculum textbooks. *(Note: Replacement copies for lost or damaged books will incur an additional charge.)*
- Other costs, for example, Madrasah trips and educational trips are charged for separately during the course of the year and may be subsidised where possible by the Madrasah.

NON-PAYMENT OF FEES

- We reserve the right to refuse to allow your child to attend the Madrasah or to withhold any references while fees remain unpaid.
- Fees are non-refundable and are payable in full regardless of the number of days the student attends.
- To avoid any extra admin work for the staff, please ensure that all payments are made promptly in accordance with the agreed due dates.

- The fees will be reviewed from time to time and may be increased by such amount as the Madrasah considers reasonable. Any changes will be notified to you by letter, email, message or via our website.
- Any new fees policy will automatically supersede any previous policy issued prior and therefore your prior acceptance of a place for your child(ren) will be deemed your acceptance of the new amended fees policy.

Madrasah Fee Structure (September 2026 to July 2027 - 11 Months)

❖ Year 1 - Year 8: £605 Per Year

(Madrasah fees cover 177 teaching days, which equates to £3.42p per day or £2.28 per hour).

Payment Information

Madrasah fees should be paid within the first five (5) working days of each month. Parents have the option to pay either through monthly instalments or a single full payment for the entire academic year.

Mandatory Payment Method

Parents are required to set up a monthly direct debit or standing order payment to the account details provided below. Please note: Cash payments for fees will not be accepted.

Bank Account Details:

- ❖ **Account Name: Darul Fath Hamilton Trust**
- ❖ **Account Number: 84882960**
- ❖ **Sort Code: 30-96-26**

Important Payment Instructions

When setting up your payment, please include your child's **Name and Class** in the reference field to help us identify and allocate the payment correctly (e.g., *MA Patel L1 Boys*). Please use the same details when making resource fee payment.

If you have multiple children attending, you may make a single combined payment. For combined payments, please use the **eldest sibling's full name** as the reference.

PARKING POLICY

The Masjid and Madrasah work closely with the community to ensure that issues that may affect our local residents are discussed and resolved to a mutually beneficial level.

It is important to our institution that positive relations with our local community remain in place and do not diminish due to inconsiderate, dangerous parking by our parents or visitors.

Code of practice when dropping off and picking up your child/children:

- Be considerate to our local community and park safely and in appropriate areas
- Vehicles **MUST** always be parked legally so as not to cause an obstruction.
- Please do not block residents' driveways, even for 'just a minute'.
- Do **NOT** park in the private car park behind The Hamilton Hub. This may result in a fine and the Madrasah will not be liable.
- Please do not stop on the main road to allow your children to 'jump in' as this causes vehicles to back up onto the road.
- Parents are advised to wear the Islamic attire when they are in the Madrasah premises.

PARENT DECLARATION OF SUPPORT

I hereby acknowledge that I have read this document carefully and I am aware of the rules and responsibilities for myself and my child.

I wholeheartedly agree to support my child and the Madrasah in order to meet the requirements as specified.

Parent's Signature: _____

Date: _____