

# Muslim School Oadby 2014-2015



Assalamu Alaikum,

Dear Parents,

This year there will be four terms which will be broadly in line with the state schools. The Madressah will be closed during school holidays and on key Islamic dates. Further information on term dates and holidays can be found in the attached prospectus.

Fees are due on the first day of each new term **by cheque only** with name of child(ren) & class written on the reverse. Cash payments should not be made as it cannot be traced if it is misplaced and should you pay in cash, MSO will not be responsible for money that is misplaced. Details of fees due are in the prospectus and please ensure payment is made promptly.

We also require all parents and children to read and sign up to the '**MSO Behaviour Policy**'. In addition parents will have to read and agree to the '**Car Parking & Safety Policy**'. Homework will also be given during school holidays and parents should ensure their children complete this.

We would like to thank you in advance for your help and cooperation which will ensure that the Madressah is an enjoyable and safe environment for your children.

If you have any queries or would like to discuss any of these changes, please contact any one of the MSO coordinators whose details can be found in the attached prospectus.

By signing the two policies attached you and your children will agree to abide by these rules thereby enabling your children to be educated in a safe and positive learning environment. **Please note that if you refuse to sign these policies, your child will not be admitted to Madressah for 2014/15.**

Jazakallah

Zubeir Hassam

Hafeez Katib

Faizal Ahamed

Muslim School Oadby coordinators

## **MSO Behaviour Policy**

All parents and each child must sign the declaration below confirming that they agree to the following rules concerning good behaviour and etiquette:

1. At all times, I will **respect** teachers, fellow students and others present at MSO.
2. I will behave politely in class and not disturb the lesson.
3. I must come to Madressah with wudhu and dressed in the correct uniform which is:
  - Girls – Black Jalabiya and scarf
  - Boys – White jubbah and hat
4. I will never use rude or offensive language to anyone at Madressah.
5. Mobile phones or electronic devices will not be used at Madressah instead I must give them to the teacher before class for safekeeping.
6. I will complete the home work given to me and hand it in on time to the teacher.
7. I will do my best at Madressah and strive to be a good Muslim.

Failure to abide by the above rules will result in a formal warning. After 2 formal warnings, if there is no improvement in behaviour, the child will be expelled from MSO.

I have read the above rules and agree to abide by these

**Signed by student**.....

**Name of student**.....

**Signed by student**.....

**Name of student**.....

**Signed by student**.....

**Name of student**.....

I have read the above rules and explained them to my child(ren) and by signing below I agree to support the above 'MSO Behaviour Policy' and additionally the 'MSO Car Park and Safety Policy' attached herewith.

**Signed by parent/guardian**.....

**Name of parent**.....

**Date**.....

## **MSO Car Parking & Safety Policy**

The following guidelines are being implemented to minimise the risk of accidents and to ensure your children are safe and free from any danger when they attend classes at the Madressah. The safety of children is paramount and any breach of the guidelines below will be dealt with seriously and in some circumstances could result in your child being expelled from MSO.

1. All vehicles must be parked in the designated parking bays (do not use disable parking bays if you are not entitled to use these)
2. To drive carefully on entering, exiting and within the car park (as a guide please limit your speed to 10 miles per hour). Please do not speed on Sandhurst Street; it is important that we maintain a good relationship with the neighbouring residents.
3. You must be courteous to all other car park users and take extra care when reversing and parking your vehicle particularly as there could be young children crossing behind your vehicle.
4. If your child is under 8 years old, a responsible person (parent or family member) should accompany the child to drop them off at class. At the end of the session children should be picked up from their class.
5. At no time should your child be dropped off at the entrance (near the junction box) whilst your car is running.
6. Parents who wish for someone else to pick their children up should inform teachers in advance.
7. MSO will not release children to any unknown persons.

**Signed**.....

**Name of parent**.....

**Date**.....

# Muslim School Oadby 2014-2015



**Classes held at:** Masjid-al-Ameen/Oadby Community Centre  
Sandhurst Street, Oadby, Leicester LE2 5AR

**Admissions/** Principal Br. Zubeir Hassam

**Enquiries:** [www.muslimschooloadby.co.uk](http://www.muslimschooloadby.co.uk)

[admin@muslimschooloadby.co.uk](mailto:admin@muslimschooloadby.co.uk)

Telephone Mobile: 07879610649  
hassam786@ntlworld.com

Madressah Principal: Zubeir Hassam, 07879610649

Joint coordinator Faizal Ahamed 07909 177 271 & Hafeez Katib 07876 293 069

Current Staff:

Moulana Hafiz Qari Sarfaraz (First Aider)	Mu`Allimah Nagah Elwazri (First Aider)
Moulana Hafiz Qari Mohamed Yusuf Raji	Mu`Allimah Zainub Caratella(First Aider)
Hafiz Hussein Talati	Mu`Allimah Nawal Salih (First Aider)
Mu`Allimah Shaden Sami Abu Ghosh (F A)	Mu`Allimah Sadia Ahmed
Mu`Allimah Fatema Omar	Mu`Allimah Hafizah Nazha Azzolizi
Mu`Allimah Fadeela Abdelmawla	Mu`Allimah Maryem Mussa
Mu'allimah Shahinda Ansari	Zubeir Hassam - Principal
Mu'allimah Awatif El-Fayoumi (First Aider)	Mu'allimah Rozina Daud (Assistant)
Mu'allimah Zainub Bheda (Volunteer)	Mu'allimah Somia Ahmed (volunteer)

- Class Times for Madressah – Monday to Thursday classes will start promptly at 6.00 pm and finish at 7.30 pm
- We enrol children from the age of 5 to 16 years.

## **Dropping, Picking & Parking:**

All children should be dropped and picked up on time, to and from their classes by their parents.

We are only responsible for children whilst under teacher supervision in Madressah.

- You **MUST** pick your children up on time. **No Exceptions!**
- Please read and sign attached Car Parking Policy
- Please park in the correct parking spaces and stay within the permitted areas
- Please drop small children in the class and pick them up from class

- Muslim School Oadby - Dedicated To Educate The Ummah -

Failure to do so without genuine extenuating circumstances will result in a £10.00 charge for over 15 minutes!

### **Uniform**

- BOYS Must come with wudhu, long WHITE kurta (Jalabiya), topi (hat)
- GIRLS Must come with wudhu BLACK jubbah (Jalabiya) & Black/White scarf
- Please ensure your child has been to the toilet and taken wudhu before coming to class

### **Syllabus Books**

There are several books Islamic History, Fiqh & Islamic Teachings, Tahdhib (Islamic Manners), Hifz and Arabic. All children need to purchase these books Books are available at £2.00 each & madressah bag £5.00

### **Respect**

All children/parents/teachers must have this common ground rule: RESPECT EACH OTHER YOUNG OR OLD ALIKE. Remember respect to your teacher is of utmost importance. Parents and children must sign the attached Behaviour Policy.

If you have any issues with the teacher or any other children in the Madressah you must communicate this to any one of the coordinators. You should not confront the teacher or the child.

### **Attendance**

Any child not attending Madressah must bring a note the following day or planned absences must be communicated to the teacher in advance. Long periods of absences may jeopardise your child's place at the Madressah.

### **Equipment**

ALL children must bring their Qur'an, Takti, books, pens and other relevant material which they require daily.

### **Student Details**

Change of Address, telephone number and e-mail address must be notified As Soon As Possible – Email is a Must

Please ensure your child comes with wudhu to madressah and have been to the toilet as many children tend to visit the toilet as soon as they arrive in the Madressah. Your support in this matter will be appreciated.

## **Fees / Term Dates 2014 / 2015 Inclusive**

<b>Term 1</b> – Monday 18 <sup>th</sup> August 2014 – Thursday 16 <sup>th</sup> October 2014 - 9 weeks £72 (Monday 20 <sup>th</sup> October to Friday 25 <sup>th</sup> October 2014 half term) No fees charged
<b>Term 2</b> – Monday 27 <sup>th</sup> October 2014 –Thursday 18 <sup>th</sup> December 2014 - 8 weeks £64 (Monday 19 <sup>th</sup> December to Friday 2nd January 2015 Christmas holidays) No fees charged
<b>Term 3</b> – Tuesday 6 <sup>th</sup> January 2015 – Thursday 26 <sup>th</sup> March 2015 - 11 weeks £88 (Monday 16 <sup>th</sup> February to Friday 20 <sup>th</sup> February half term) No fees charged (Closed for Easter holidays Monday 30 <sup>th</sup> March – Friday 10 <sup>th</sup> April) No fees charged
<b>Term 4</b> – Monday 13 <sup>th</sup> April 2015 – Thursday 18 <sup>th</sup> June 2015 - 9 weeks £72 (Monday 25 <sup>th</sup> May to Friday 29 <sup>th</sup> May half term) No fees charged

**Thereafter closed for Ramadhaan and summer holidays and will reopen after Eid-ul-Fitr.**

### **FEES ARE TO BE PAID, IN ADVANCE, ON THE FIRST DAY OF EVERY TERM**

- Cheques to be paid to: **Muslim School Oadby**
- Child(ren) name and class on the back of cheque
- **Please note that for security reasons payment will only be accepted by cheque.**
- Fees will be collected on the first day of term and a receipt will be issued
- If your child is absent for classes or leaves Madressah early, no refunds will be given
- All children must attend full madressah session to get maximum benefit
- Any problems see the teacher of your child
- All Teachers and support staff are CRB checked

### **Holidays – some weeks are short always check newsletter and dates above!**

- Ramadhaan (full month including Eid-ul-Fitr) – No fees to be paid
- Eid-ul-Adha
- Christmas Holidays (as per main school – no fees due)
- Easter Holidays (as per main school – no fees due)
- Half Term Holidays (as per main school – no fees due)
- All Bank Holidays (as per main school)
- 1<sup>st</sup> Monday of a term – teacher training day (to be notified in advance)

## **Child protection Policy, Behaviour policy and Photography of Children**

The Madressah has a fully approved Child protection and Behaviour Policy in place.

It must be noted however that throughout the year, on certain events or occasions there may be photos taken of your child (ren.) Should this be a problem and you do not wish for any photos of your child (ren) to be taken, please contact Br Zubeir prior to signing this document.

### **Remember**

It is your duty as parents to give your children an Islamic Education. Bring Islam into your Homes. May Allah Subhanahu Wa'taala give us strength to pursue our Deen, Islam!

**Sisters** are reminded that when they come to Madressah to pick up their child (ren) they **MUST** adhere to the **Islamic Dress Code**. This means a Head Scarf **MUST** be worn at all times.

Throughout the year we will have a number of assemblies on Islamic events; you are requested to attend all of these to show your support for your children and interest in Deen. If you have any other questions about your child's Islamic education please do not hesitate to speak to the class teacher **AFTER** Madressah. Distribution of Food (Niaz) – Fruit only.

**Any chocolates or sweets etc. must be approved prior to distribution by Br. Zubeir.** Failing to comply will result in the items being confiscated.

### **Agreement**

By signing the student application form all parents agree that they have understood these rules and will fully admit to their upkeep. Please fill in the subsequent page to register or re-register your child (ren) as students of the Muslim School Oadby. Remember to send the form with your child to the Madressah as soon as possible. Remember fees must be given on the first **DAY** of the beginning of every new term.

Jazakallah for reading this prospectus and completing the attached form. We look forward to a constructive and successful year.

**Muslim School Oadby**  
**Student Application Form**

2014-2015

1435 - 1436

<b>Parent's Name:</b>	
<b>Address:</b>	
<b>Postcode</b>	
<b>E-mail address:</b>	
<b>Tel No:</b>	
<b>Emergency Contact no:</b>	

*(Any change of details must be notified in writing as soon as possible)*

<b>Parent/Guardian(s) Signature</b>		<b>Date</b>	
-------------------------------------	--	-------------	--

Children in Madressah

<b>Name:</b>		
<b>Gender:</b>		<b>Existing Student? YES/ NO</b>
<b>D.O.B:</b>		<b>Age:</b>
<b>Madressah History</b>		
<b>Medical Problems:</b>		

<b>Name:</b>		
<b>Gender:</b>		<b>Existing Student? YES/ NO</b>
<b>D.O.B:</b>		<b>Age:</b>
<b>Madressah History</b>		
<b>Medical Problems:</b>		

<b>Name:</b>		
<b>Gender:</b>		<b>Existing Student? YES/ NO</b>
<b>D.O.B:</b>		<b>Age:</b>
<b>Madressah History</b>		
<b>Medical Problems:</b>		