



Registered Charity Number: 1171280

# MUSLIM SCHOOL OADBY

<b>Classes held at:</b>	Masjid-al-Ameen Oadby Central Mosque, Oadby Community Centre Sandhurst Street, Oadby, Leicester, LE2 5AR.
<b>Admissions/Principal:</b>	Mr Zubeir Hassam 07834 813 971
<b>Email:</b>	info@muslimschooloadby.co.uk
<b>Website:</b>	<a href="http://www.muslimschooloadby.co.uk">www.muslimschooloadby.co.uk</a>

Assalamu Alaiykum,

Dear Parents,

There will be **three terms** in the coming academic year for **2018/19** and the Madressah will be closed during school holidays, on key Islamic dates and a few other dates that will be advised in advance. Further information on term dates and holidays can be found in the attached prospectus.

Each child has been given a **unique Student ID** that should be used in any written correspondence with the Madressah and also as a reference number when paying fees.

We also require all parents and children (where appropriate) to read and agree to the following policies that can be found on our website [www.muslimschooloadby.co.uk](http://www.muslimschooloadby.co.uk) : -

- Car Parking Policy
- Anti-Bullying Policy
- Behaviour Policy
- First Aid Policy
- Safeguarding
- Privacy Policy (Page 7 & 8 of this prospectus)

Printed copies of the above are available to review on request and parents should sign the new student registration forms or the re-enrolment forms to indicate their acceptance to abide by these policies thereby enabling your children to be educated in a safe and positive learning environment. **Please note that if parents refuse to sign up to these policies, your child will not be admitted to Madressah for 2018 /2019**

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 the above, please contact any of the MSO coordinators/trustees whose details can be found in the attached prospectus.

## WHAT DO I DO NOW?

1. If you are re-enrolling your child for the new academic year, the re-enrolment form on the last page should be pre-populated for you with the data the Madressah currently holds. Please:
  - a. check this data and amend where necessary;
  - b. check the policy boxes indicating you have read and agree to the policies from our website;
  - c. sign and date;
  - d. return **as soon as possible** to the Madressah in the envelope provided to reserve your place.
2. If you are registering your child for the first time at this Madressah, please: -
  - a. complete all the boxes;
  - b. check the policy boxes indicating you have read and agree to the policies from our website;
  - c. sign and date;
  - d. return to the Principal **as soon as possible for consideration**.

Jazakallah for reading this prospectus and we look forward to a constructive and successful year ahead.

Zubeir / Faizal



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## Key Contacts

Name	Position	Email	Telephone
Br Zubeir Hassam	Principal & Trustee	<a href="mailto:zubeir.hassam@muslimschooloadby.co.uk">zubeir.hassam@muslimschooloadby.co.uk</a>	07879 610 649
Br Faizal Ahamed	Co-ordinator & Trustee	<a href="mailto:faizal.ahamed@muslimschooloadby.co.uk">faizal.ahamed@muslimschooloadby.co.uk</a>	07909 177 271
Br Zubeir	Admissions & Enquiries	<a href="mailto:info@muslimschooloadby.co.uk">info@muslimschooloadby.co.uk</a>	07834 813 971 07879 610 649

## Current Staff

### Staff with First Aid Training

Mu'allimah Somia Ahmed	Hafiz Qari Sarfaraz
Mu'allimah Rozina Daud	Mu'allimah Zainub Caratella
Mu`Allimah Fouzia Kasmi	Mu'allimah Nawal Salih
Mu`Allimah Sumaiya Tapali	Mu'allimah Fatema Omar
Mu'allimah Shahinda Ansari - First aider	Mu'allimah Hafizah Nazha Azzouzi
Mu'allimah Raeesa Khatri – First aider	Mu'allimah Maryem Mussa
Mu'allimah Yousra M'barki – First aider	Mu'allimah Fatiha Ait 'Zahar
Hafiz Chaker – First aider	Hafiz Talha Badar
	Designated Safeguarding Lead - Mu'allimah Zainub Caratella
Zubeir Hassam - <b>Principal</b>	DSL assistant - Mu'allimah Fatiha Ait 'Zahar

## Class Times for Madressah Subject to change – children from the age of 5 to 15 years

Class	Gender	Teacher	Start Time	End Time
Book 1 Combined class	Mixed	Mu'allimah Fatiha & Fouzia	4.30pm	6.00pm
Book 1B – Juniors class C1	Mixed	Mu'allimah Fatema, Maryem & Zainub	4.30pm	6.00pm
Book 2	Mixed	Mu'allimah Nawal, Somia, Rozina & Fatema	6.00pm	7.30pm
Book 3	Mixed	Mu'allimah Nazha, Yousra & Chaker	6.00pm	7.30pm
Book 4	Mixed	Mu'allimah Fatiha & Sumaiya	6.00pm	7.30pm
Book 5	Mixed	Mu'allimah Zainub & Maryem	6.00pm	7.30pm
Book 6	Mixed	Mu'allimah Raeesa & Fouzia	6.00pm	7.30pm
Book 7 & 8 – Senior Boys	Boys	Hafiz Sarfaraz & Hafiz Talha	6.00pm	7.30pm
Book 7 & 8 – Senior Girls	Girls	Mu'allimah Shahinda	6.00pm	7.30pm



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## 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 agree to the Car Parking Policy on our website;
- 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.

Failure to do so without genuine extenuating circumstances will result in a £5.00 charge per extra 5 minutes and to be paid in cash on collection of children. If you are running late, please call **07834 813 971**.

## Uniform

- **BOYS – MUST** come with wudhu, long WHITE kurta (Jalabiya) & topi (hat);
- **GIRLS – MUST** come with wudhu, BLACK abaya & BLACK/WHITE scarf;
- Shoes – Appropriate shoes should be worn (no wheelies);
- Please ensure your child has been to the toilet and made wudhu prior to coming to the Madressah as many children tend to visit the toilet as soon as they arrive. Your support in this matter will be appreciated to allow classes to begin in a timely manner and aims to ensure your child makes the most of their time at Madressah.

## Syllabus Books & Equipment

Syllabus Books must be purchased at £2.50 each, Talimul Qirah £3.00 & Madressah bag £4.00 (for new students) via the Principal's office and these must be brought daily along with pens and other stationary. These items are to be paid in cash and on purchase.

## Respect & Complaints

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 agree to the Behaviour Policy and Anti-Bullying Policy on our website.

If you have any issues with a child in the Madressah do not confront the child or their parents directly, but instead in the first instance please consult your child's teacher. If your complaint is against a teacher in Madressah do not confront the teacher directly but instead please communicate this to the Principal who will then provide appropriate advice. Further details can be found in our Complaints Policy on our website.



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## Attendance

- Children will not be admitted to class if they arrive more than 15 minutes late of start times;
- Any child not attending Madressah must bring a note the following day and planned absences must be communicated to the teacher in advance;
- Long periods of absences may jeopardise your child's place at the Madressah;
- If you intend to leave the Madressah permanently, you must provide at least 1 month's written notice in doing so. Failure to provide the requisite notice will incur a £25 penalty charge. This will be deducted from the refundable deposit provided to the Madressah on registration of new students from August 2017 and the provision of this requested written notice will ensure this can be returned when they leave. For those students who enrolled prior to August 2017 and who have not provided this refundable deposit, should they leave without providing the 1 month's written notice, they will be required to pay a £25 penalty to the Madressah.

## Term Dates & Fees

TERM	START DATE	END DATE	HOLIDAYS	FEES PAID BY CHEQUE OR CASH	FEES IF PAID ONLINE ONLY
1	WED 29 <sup>TH</sup> AUG 18	THUR 11 <sup>TH</sup> OCT 18	15 <sup>TH</sup> OCT – 18 <sup>TH</sup> OCT & CHRISTMAS BREAK	£165	£160
2	MON 22 <sup>ND</sup> OCT 18	WED 20 <sup>TH</sup> DEC 18			
3	MON 7 <sup>TH</sup> JAN 19	THU 14 <sup>TH</sup> FEB 19	18 <sup>TH</sup> FEB – 21 <sup>ST</sup> FEB & EASTER BREAK	£135	£130
4	MON 25 <sup>TH</sup> FEB 19	THUR 11 <sup>TH</sup> APR 19			
5	MON 29 <sup>TH</sup> APR 19	THU 23 <sup>RD</sup> MAY 19	27 <sup>TH</sup> MAY – 30 <sup>TH</sup> MAY	£95	£90
	MON 3 <sup>RD</sup> JUN 19	THUR 6 <sup>TH</sup> JUN 19	RAMADAAN/EID		
6	MON 10 <sup>TH</sup> JUN 19	THUR 11 <sup>TH</sup> JUL 19	SUMMER BREAK		

**OUR ANNUAL EXAMS WILL BE APPROXIMATELY IN THE FIRST 2 WEEKS OF MAY (EXACT DATES TO BE CONFIRMED). LATE PAYMENTS OF FEES WILL INCUR A CHARGE OF £5.**

## Holidays

- 1 day for Eid-ul-Fitr (Madressah will be opened during Ramadhan) & 2 days for Eid-ul-Adhaa
- Day of Ashura
- Milad un Nabi
- Christmas and 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 during weeks when Madressah is open)
- Teacher training days and limited number of other closures (to be notified in advance)



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## Payment of Fees

Fees are due within the first week of each new term by Direct Bank Transfer or Cheque only with the Student ID clearly indicated as an online reference number or on the reverse of the cheque. We would appreciate it if you would not make payment by cash as it is difficult to trace if it is misplaced and should you pay in cash, MSO will not be responsible for money that is misplaced. If your child is absent for classes, leaves Madressah early or we have to close the Madressah due to the factors outside of our control such as snow, no refunds will be given. A £5 penalty per student will be payable if fees are not paid on time.

## **Preferred Method 1 – Payments by Direct Bank Transfer**

The majority of our fees are now paid online and in recognition of this and the reduced administrative burden on our volunteers we will be offering a £5 discount per term per student from August 2017. Please pay fees for **each child as a separate payment** quoting your child's **student ID number** (please ask if you are unsure what this is) to the following: -

<b>Account Name:</b>	Muslim School Oadby
<b>Bank Name:</b>	Barclays Bank
<b>Bank Sort Code:</b>	20-49-11
<b>Bank Account Number:</b>	50902853
<b>Reference number:</b>	Your Child's Student ID number (ask us if you do not have this)

## **Method 2 – Payments by Cheque**

If you are unable to pay via your bank, then of course we will still be accepting cheques as a back-up (if so please make cheques payable to **Muslim School Oadby** and write your child's **Student ID number** on the back of the cheque). Note: these fees are £5 higher per term per student than if paid online so you are advised to pay online wherever possible.

## **Method 3 – Payments by Cash**

In the extreme circumstances where neither paying via your bank or cheque are options available to you we will still accept cash but discourage parents from paying by this method as it is difficult to trace if it is misplaced for which MSO will not be responsible as well as adding additional administrative burden on our volunteers. Note: as with cheques above, these fees are £5 higher per term per student than if paid online so you are advised to pay online wherever possible.

## **Receipts**

The Madressah has taken the decision not to issue receipts for fees paid to reduce the administration burden on our volunteers unless you specifically request a receipt in writing.



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## **Student Bursary (Student Hardship Fund)**

The Madressah introduced a student bursary from the academic year 2017/2018 which we hope to continue going forward subject to funding. This bursary is set up to pay for fees for students whose families may be undergoing financial hardship and who may not be able to afford Madressah fees. Strict criteria will be applied to assess eligibility and this bursary will be means tested. Applications will be considered on a case by case basis.

As you know supporting someone to learn our deen brings great rewards and is considered Sadaqah Jaariya. We are therefore offering parents or anyone else who may wish the opportunity to contribute towards the student bursary. You can contribute any amount you wish (from fees for a term or for the whole year or any other sum) and the funds will be used exclusively to support our Madressah students.

Further information will be provided in due course. If you are interested in supporting this great endeavour and have any queries, please speak to Br Zubeir Hassam.

## **Safeguarding and Photography of Children**

The Madressah has a Safeguarding Policy in place that we take very seriously. Please review this on our website. It must be noted however that throughout the year, on certain events or occasions there may be photos taken of your child(ren) and published in our newsletter or on our website. Should this be a problem and you do not wish for any photos of your child(ren) to be taken, please contact the Principal prior to signing this document.

## **Other points to mention**

- It is your duty as parents to give your children an Islamic Education and 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** without excuse, adhere to the ***Islamic Dress Code***. This means a Head Scarf **MUST** be worn at all times while in Madressah as well as the avoidance of revealing clothing;
- 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;
- 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. No chocolates or sweets allowed for distribution** - Failing to comply will result in the items being confiscated;
- Toys/Telephones – Not allowed in class, we will confiscate any should your child bring one to class.
- If you are collecting your child early – ensure to send a Note to the teacher in advance!



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## Parent Privacy Notice

### 1. Overview

1.1 This Notice explains how we will collect and use your personal data.

1.2 Muslim School Oadby is the data controller for personal data that we process about you.

1.3 Throughout this Notice, "School" "we", "our", and "us" and refers to Muslim School Oadby. "you" and "your" refers to those who have parental responsibility for anyone expressing an interest in becoming a student at Muslim School Oadby (both prior to and at formal application stage), together with those who later become a registered student.

1.4 Until 24 May 2018 we shall process your personal data in accordance with the Data Protection Act 1998 (or DPA for short). From 25 May 2018, we shall process your personal data in accordance with the General Data Protection Regulations 2018 (or GDPR for short). This Notice complies with requirements under both DPA and GDPR.

1.5 If there is anything you are unclear about, please contact our Data Protection Officer, who shall be happy to answer any queries you may have concerning this Notice or the way in which we process your personal data. The Data Protection Officer's contact details are provided at the end of this Notice.

### 2. Where does the School get your personal data from?

2.1 We obtain personal data about you from the following sources:

- from you when you register as a parent or guardian of a student with us

### 3. The purposes for which we process your personal data and the lawful basis for that processing

3.1 We process your personal data for the administration of your child(ren)s position as a student with us, including the use of our services such as, attendance monitoring, payment of fees and issuing reports cards and exam results.

3.2 The lawful basis for this processing is 'Legal obligation' under article 6(1)(C) of the General Data Protection Regulations 2018

### 4. Who might we share your data with?

4.1 The School will not share your personal data with third parties subject to 4.2 below.

4.2 The School may share your data with other professional bodies for legal reasons such as the emergency services.

### 5. Your rights as a data subject

5.1 We thought it would be helpful to set out your rights under GDPR. You have the right to:





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- withdraw consent where that is the legal basis of our processing;
- access your personal data that we process;
- rectify inaccuracies in personal data that we hold about you;
- have your data erased once we no longer have a legal basis for holding it
- restrict the processing in certain ways;
- obtain a copy of your data in a commonly used electronic form; and
- object to certain processing of your personal data by us.

5.2 Please see <https://ico.org.uk/> for further information on the above rights. You may also contact the School's Data Protection Officer for further information.

## 6. Further Information

6.1 If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Data Protection Officer:

Mr Faizal Ahamed

Muslim School Oadby, Sandhurst Street, Oadby, LE2 5AR

Telephone: 07909 177271

E-mail: [Faizal.Ahamed@Muslimschooloadby.co.uk](mailto:Faizal.Ahamed@Muslimschooloadby.co.uk)

## Agreement

By signing the Student Registration/re-enrolment 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.

Jazakallah.

Zubeir / Faizal