

## **Parent/Guardian Information Guide**

Dear Parents / Guardians of children in Madressa classes

Asalaamun Alaykum

We welcome you and your child to class 1-6 and together look forward to the upcoming academic year.

Please note the timings for students in classes at Al Quaim has now changed to 10 am till 12pm every Saturday during Winter and 11am till 1pm during the Summer months. Please ensure children are dropped off and picked up on time. All absences and lateness will be monitored and if this occurs on a regular basis the child may be suspended until further notice.

All must **Observe** a Modest dressing code.

**Girls:** Loose clothing with legs and arms fully covered, head scarf covering the neck part with no make up or nail varnish and minimal or discrete jewellery.

**Boys:** No shorts, jewellery (i.e. earrings) or hats (aside from Muslim prayer hats) / hoods.

### **SNACKS**

Snacks will no longer be provided by the Madressa. Children have a choice of bringing in their own snacks and water during class times. Any rubbish must be placed into bins with no mess in any part of the Centre.

### **MEDICATION**

We do not administer medication on the premises unless it is a life threatening situation i.e. epi-pen or inhalers. (Epi-pens will only be administered by trained teachers and inhalers by first aiders). The only medication that is received will be according to the Medical form you will have already supplied to us.

You **MUST** inform the administration in writing at [info@alquaim.co.uk](mailto:info@alquaim.co.uk) if your child may require this medication to be administered and also bring in a doctors letter alongside your consent for us to administer this.

### **ALLERGIES**

If your child suffers from any food allergies (EG: eggs, nuts, dairy products, etc.) **YOU MUST** inform the respective class teacher as well as email admin at [info@alquaim.co.uk](mailto:info@alquaim.co.uk)

## PICK UP POLICY AT AL QUAIM

Children can only be collected from the masjid area. All parents must ensure they have adequately parked in the car park and must make their way into the centre to collect their child. If you have parked outside the centre, please ensure that you make adequate provision to assist your child in crossing the road as it is very busy and the Madressa cannot take responsibility to assist once the child/children have left the building.

Parents/Guardians are reminded that in case they are late to pick up their child(ren) from the Madressa children should **NOT** wait outside in the car park and should remain inside the Centre and notify a Committee Member or Teacher about the lateness. The Madressa will not be responsible for any loss, damage or accident that may occur if these policies are not upheld.

## LEAVING EARLY

A **note** must be provided by the student which should be shown to a member of the Madressa office staff on arrival for the class. An office staff member will **sign the note** and the **student can be collected from the Centre** at the appropriate time. **If a note is not provided**, the student will not be granted permission to leave early.

## ABSENCE/HOLIDAY

All absence must be reported to the class teacher before the start of the days lessons. The child must provide the teacher with a sickness note on arrival of the next lesson to confirm the sickness. If you intend to go on holiday, please fill in and return the relevant Holiday form to the class teacher prior to travelling. All forms are available in class.

## PARENTS MEETINGS

Regular parents meeting will be organised throughout the year to discuss the progress of your child. You are strongly urged to attend these meetings as the teachers can discuss any concerns they may have and likewise if you have any concerns.

## PROCEDURES

**Valuable items** (mobile phones, iPods etc) are to be kept switched off and stored at the bottom of student's bag. All items are brought in at their own risk. Confiscated items can only be collected by parents/guardians from the Madressa office.

Each week students are expected to bring: **pens, their syllabus, and homework diary signed by the parent**. The centre will provide any necessary stationary if the need arises.

**I can confirm that I have read and understood the above and agree to abide by the rules of the Madressa.**

Date: \_\_\_\_\_

Name of Parent: \_\_\_\_\_ Signature of Parent: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Signature of Child: \_\_\_\_\_