Assalaamu Alaykum wa Marhaban! (Peace be upon you and welcome)

Brixton Mosque and Islamic Cultural Centre (also known as ‘Masjid Ibn Taymiyyah’) is happy to present the Madrasah Ibn Taymiyyah Welcome Pack.

An establishment with a history dating back to 1975 including 25 years in the current location; Brixton Mosque and Islamic Cultural Centre is well positioned to raise Islamic awareness and work in partnership with local stakeholders to foster a sense of social cohesion.

Our challenge to advise, guide and support the ethnically diverse, bustling London Borough of Lambeth of 140 languages no less is one that we accept through confidence in our education curriculum. This ranges from children through to individuals and groups ‘new to knowledge on contemporary issues’ as shown below:

Categories:

* Children (5 to 16).
* Youth Education (16 to 25).
* Adult education.
* Issues pertaining to Sisters.
* New to Islam.
* New to knowledge on contemporary issues.

 As such, the Madrasah Ibn Taymiyyah works to provide a structured Islamic Education offer for young children aged 5 to 16. Our programme is robust and innovative with regards to teaching methods and approaches to ensure that all concerned ‘get’ the underpinning principles on offer.

We are committed to educating the local community and beyond regarding the correct, balanced understanding of Islam. With this we welcome you all to be part of developing the next generation of Muslims; confident, empowered and informed to encourage positive contribution to the local community.

Please find enclosed documents providing an overview of Madrasah Ibn Taymiyyah inclusive of policies, registration details and current academic timetable.

Feel free to contact the Madrasah on the details provided below should you have any questions.

Baarakallah Feekum,

Assalaamu alaykum wa rahmatullaahi wa barakaatuh.

Madrasah Ibn Taymiyyah

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| **Madrasah Ibn Taymiyyah Pupil’s Code of Conduct**  |

I will…

* Always arrive at lessons punctually and enter the room in an orderly way.
* Always bring the necessary equipment for lessons.
* Listen carefully to my teacher and follow their instructions.
* Submit to Allah through prayers, fasting, self – discipline and self – control.
* Follow the Islamic code of dress in uniform and follow the Islamic identity.
* Be kind and helpful to others to execute the Sunnah (Prophet Muhammad’s example and tradition).
* Meet deadlines for homework and coursework.
* Always speak the truth.
* Be respectful to teaching and non – teaching staff.
* Always be clean and in smart and tidy uniform as follows:
* Do as I am asked without argument.  Walk quietly around the Madrasah.  Help to keep the Madrasah tidy.  Abide by the rules and regulations of the Madrasah.

I will never…

* Join others in worship with Allah (Shirk).
* Bully other verbally, physically, or emotionally.
* Fight with anyone in the Madrasah.
* Steal or take things from others without asking.
* Damage property or vandalise the Madrasah/Masjid.
* Swear or use bad language.

Name and signature of pupil:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and signature of parent/guardian:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and signature of MIT staff:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

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|  **MADRASAH IBN TAYMIYYAH RULES AND REGULATIONS** |

1. The minimum age requirement for the students attending Madrasah is 6 years. Children must be able to go to the toilet and clean themselves independently.
2. The midweek sessions are Tuesday and Wednesday evenings from 4.50 p.m. until 7 p.m. The weekend sessions are Saturday and Sunday mornings from 8.50 a.m. until 12 p.m.

Please ensure that students arrive punctually so that teaching can begin on time.

1. Students are enrolled in either the midweek or weekend sessions. If a parent or guardian wishes to combine between the two, they must speak with a member of the Madrasah management. Any agreement and or fee adjustment will be at the discretion of the Madrasah management.
2. All absences must be reported to the Madrasah team by 9.30 a.m. on for weekend sessions and 5.30 p.m. for midweek sessions.
3. Doors will be closed at 9.15 a.m. on weekend sessions and 5.15 p.m. on midweek sessions. Students arriving after these times may not be allowed to attend that session unless a member of the Madrasah team has been informed in advance.

**No refund** will be offered for sessions missed due to lateness nor for repeated absences.

1. Students must be collected promptly at 12 p.m. on weekend sessions and 7 p.m. on midweek sessions. A late fee of £5.00 for every 10 minutes that students remain after the end of the session.
2. Parents/guardians must provide a note for Madrasah records stating that their child/children or ward, is permitted to go home unaccompanied.
3. In the event of students being absent from Madrasah or requesting permission for leave, parents are requested to provide a note to support the reason for absence or early departure.
4. In the event of frequent lateness or absences, parents will be requested to meet with Head Teacher; continuous absence without prior notice may lead to exclusion.
5. If a student is absent for 4 weeks without explanation and is excluded, the parent/guardian will have to re-register and pay a re-registration fee. (See Fees Policy).
6. Parents/guardians must inform the Madrasah of any changes in address, telephone numbers and emails. (A form requesting up to date contact information will be sent out periodically).
7. If a parent/guardian wishes to discuss any matters with a teacher, please request for a meeting to be arranged at a convenient time outside of Madrasah time, as there is no spare time during classes.

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| **UNIFORM** |

**Girls**

**Plain** abayah with **plain** black, navy blue, grey or white khimaar/scarf (No other colours are permitted)

or

Jilbab (younger girls may wear a jilbab, but it is preferred that they did not for health and safety reasons.

Younger girls may wear a jilbab, but it is preferred that they did not.

**For health and safety reasons the younger girls are not permitted to wear the long, wrap around pashmina style khimaar/scarf.**

**Boys**

**Thawb/Qamees**

Trousers (above the ankle)

Kufi (black, navy blue, grey or white)

**SNACKS**

Healthy eating is encouraged at Madrasah ibn Taymiyyah, therefore sweets, crisps, chocolates, fizzy drinks etc. are not permitted. Students are permitted a bottle of water and a healthy snack such as fruit or a sandwich. Any prohibited food stuff will be confiscated.

**N.B Some students may have nut allergies, therefore nuts of any type, are not permitted in the Madrasah.**

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| **MADRASAH IBN TAYMIYYAH FEES POLICY AND PAYMENT SCHEDULE** |

Madrasah Ibn Taymiyyah fees are:

**Weekend**

£360.00/year for one child

£300.00/year per child for two or more children

There is a one-off, **non-refundable** £15.00, **per child** registration fee (**for NEW students only**)

Re-registration (after unexplained, extended absence or exclusion) £15.00 (**Non-refundable**)

Fees can be paid:

* in one full payment of £360.00 for one child
* in one full payment of £300.00/child for two or more children
* 3 termly payments of £120/term for one child
* 3 termly payments of £100/term per child for two or more children

**Midweek**

£240.00/year per child.

**N.B. There are NO discounts for more than one child for the midweek sessions**

There is a one-off, **non-refundable** £15.00, **per child** registration fee (for NEW students only)

Re-registration (after unexplained, extended absence or exclusion) £15.00 (**Non-refundable**)

Fees can be paid:

* in one full payment of £240.00/child
* 3 termly payments of £80/term per child

**All** registration fees must be made at the time of registration.

Tuition fees are due no later than:

**The 2nd week of October for Term 1**

**The 2nd week of February for Term 2**

**The 2nd week of June for Term 3**

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| **PAYMENT ARRANGEMENTS** |

**Please note that ALL previous payment arrangements are now void.**

If a parent/guardian will experience true financial hardship due to the payment schedule, please speak to a member of the Madrasah management team who will try to find a suitable arrangement. Proof may be required.

Payment arrangements are made at the discretion of the Madrasah management.

Should any payment agreement be entered into and consequently broken without a satisfactory reason/explanation, all outstanding fees will become due and a new arrangement might not be offered.

Payment arrangements will be reviewed periodically, Insha’Allah.

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| **AGREEMENT** |
| I/We have read and understood the rules and regulations of Madrasah ibn Taymiyyah. I accept these rules and regulations (and any additional rules that may be enforced from time to time for the betterment of the Madrasah and students, of which you will be notified, Insha’Allah) and agree to abide by these whilst my child is attending the Madrasah. Any major change to these rules and regulation would be communicated to all the parents/guardians prior to implementation. I/We have also read, understood, and accepted the fees policy and payment schedules. I/We understand that we are entering into a binding agreement. |
| Print name: | Signature:Date: |

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| **FOR MADRASAH USE ONLY** |
| Admission Date: | Fee Paid:  | Registration Fee Paid: |
| Additional Notes (e.g. payment arrangement): |

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| **Term one**  |  |
| **Weekday**  | **Weekend**  | **Number of Weeks**  |
| **Start**  | **End**  | **Start**  | **End**  |
| Tuesday 3rd September 2019  | Wednesday 16th October 2019  | Saturday 7th September 2019  | Sunday 20th October 2019  | 7  |
| Holiday period: Autumn |  |
| Monday 21st October 2019 to Monday 28th October 2019  |  |

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| **Term two**  |  |
| **Weekday**  | **Weekend**  | **Number of Weeks**  |
| **Start**  | **End**  | **Start**  | **End**  |
| Tuesday 29th October 2019  | Wednesday 18th December 2019  | Saturday 2nd November 2019  | Sunday 22nd December 2019  | **8**  |
| **Holiday period: Winter** |  |
| Monday 23rd December 2019 to Monday 6th January 2020  |  |

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| **Term three**  |  |
| **Weekday**  | **Weekend**  | **Number of Weeks**  |
| **Start**  | **End**  | **Start**  | **End**  |
| Tuesday 7th January 2020 | Wednesday 12th February 2020 | Saturday 11th January 2020 | Sunday 16th February 2020 | **8**  |
| **Holiday period: Spring** |  |
| Monday 17th February 2020 to Monday 24th February 2020 |   |

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| **Term four**  |  |
| **Weekday**  | **Weekend**  | **Number of Weeks**  |
| **Start**  | **End**  | **Start**  | **End**  |
| Tuesday 25th February 2020 | Wednesday 15th April 2020 | Saturday 29th February 2020 | Sunday 19th April 2020 | **9**  |
| **Holiday period: Ramadhan** |  |
| Monday 20th April 2020 to Monday 1st June 2020  |  |

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| **Term five**  |  |
| **Weekday**  | **Weekend**  | **Number of Weeks**  |
| **Start**  | **End**  | **Start**  | **End**  |
| Tuesday 2nd June 2020 | Wednesday 22nd July 2020 | Saturday 6th June 2020 | Sunday 26th July 2020 | **8**  |
| **Holiday period: Summer**  |  |
| Monday 27th July to Monday 31st August 2020  |  |

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| **PARENTAL ENGAGEMENT**  |

We at Madrasah Ibn Taymiyyah, believe that parental input and participation is of utmost importance. From the beginning we encourage parents to get involved by enquiring of their children what they have been learning at Madrasah; checking and ensuring that homework and projects are completed; checking on progress with the Madrasah teachers, and understanding that they also have to play a part in the Islamic education of their children .

We welcome input and constructive criticism from parents and it for this reason that “Parents’ Days” are hosted throughout the year; these are opportunities for them to keep abreast of what the students are learning and also to make suggestions for improvements etc.