

## Terms & Conditions

### General Maktab Rules

- 1) Admissions will only be considered for children above the age of 5 years.
- 2) A 1-3 month mandatory probation period will apply to assess suitability of your child(ren) at the Maktab.
- 3) Students must wear the correct attire and attend their class on time, every day.
- 4) Students must ensure they bring the relevant books and stationery for class.
- 5) Parents/guardians **must** collect their child(ren) on time at the end of each class.
- 6) Older students who have permission to go home by themselves, **must** be notified by their parent/guardian in person to the class teacher.
- 7) Students **must** behave appropriately in class at all times. Teachers will follow the Maktab procedure for any misbehaviour of children. Serious and persistent misbehaviour may result in the permanent exclusion of your child(ren) from the Maktab. This includes fighting, swearing, being abusive or disrespecting the teacher which will not be tolerated.
- 8) Students are **not permitted** to bring any items which are not required for Maktab such as sweets, chewing gum, toys, mobile phone etc. Such items may be confiscated by the teacher.
- 9) Any concerns or complaints relating to your child's study should be discussed with their teacher or the Maktab head teacher at the first instance before escalating any matters to the Management Committee.
- 10) The management has the right to refuse, suspend or expel any student if required. The management decision will be final.

### Dress Code

Students must wear the correct uniform at all times as follow:

**Boys:** White thoub and white hat

**Girls:** Black burka/jilbab and scarf

Parents/guardians must also ensure their child(ren) maintain good personal hygiene such as hair/nails cut as appropriate, wearing clean clothes etc. Please note that if your child(ren) attend their class at the masjid, extra attention should be taken to ensure they maintain proper hygiene including wearing clean socks as daily prayers take place at the masjid.

### Study Material

The necessary study materials and books within the course syllabus must be purchased from either the Maktab or from elsewhere. Your child(rens) teacher will inform you of the books required and how much they cost to purchase from the Maktab. A suitable bag must be provided to carry all study material to and from class.

### Fees

An **admission fee of £10 must be paid** on the admission day. Please note the admission fee is non-refundable.

The tuition fee will apply per month based on the course your child attends and must be paid to the class teacher at the beginning of each month.

### Official Use Only

Admission fee paid: Yes / No

Application checked by: \_\_\_\_\_ Date: \_\_\_\_\_