

# **Abu Bakr Jamia Mosque, Cambridge**

## Rules and Regulations of Madrasa

- All students must fill in the Madrasa application form and provide all required documents; until application form is complete students will not be officially admitted.
- The Madrasa will operate at the following times:
  - a) Wednesday and Thursday 6:30-8:00pm
  - b) Friday 6:45-7:45pm
  - c) Saturday and Sunday 10am-1pm
  - d) Monday 6:00-7:30pm<sup>1</sup>
- The admission age for students will be from 6-16 Years old, or from school Year 2 till school Year 11.
- Along with filled in application form please, bring child's birth certificate and a recent copy of the child's school report.
- New admissions will take place at the beginning of academic year subject to availability.
- The parents/guardians are responsible to bring and collect their children on time.
- All students must dress according to Islamic manners. Boys must wear plain trousers and a shirt or a long *jilbab* and a cap. Girls must wear loose and long dress and a *hijab*.
- The parents/guardians are to ensure that cleanliness is maintained, i.e. uniform, nails, socks.
- A note or phone call will be required for any absence.
- If a student is absent for more than 4 weeks without prior written notification they will be automatically expelled and would have to re-apply.
- Written notification will be required for any pupil who wishes to leave Madrasa.
- Written notification must be provided one week in advance of any pre-arranged absence, e.g. Holidays, Hospital treatments...
- Parents must check the student's homework every night to ensure that the child is keeping up the coursework.
- All text books must be kept in a good condition and students must have necessary stationary.
- Consuming sweets or use of mobile phones is not permitted during the lesson.

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<sup>1</sup> Please, note that on Mondays the classes are held at U.K. Islamic Academy, Gilbert Road.

- Madrasa will be closed during Ramadan & Islamic Festivals.
- All students will be thought according to the Madrasa syllabus.
- All students must participate in the annual examination.
- All students must observe discipline of Madrasa. Improper conduct, bad behaviour or misuse of any Mosque equipment will not be tolerated and will result in the following:
  - a) Firstly a verbal warning will be given
  - b) Secondly a written warning and
  - c) Finally Suspension
- Any gross misconduct will lead to immediate suspension and can lead to expulsion.
- All queries during Madrasa hours must be reported to the Management.
- Parents are obliged to attend parents evening.
- The Management reserves the right to make any changes to the rules and regulations of the Madrasa.