



YAMEEN ACADEMY POLICIES

Please read this booklet and keep it in a safe place for future reference.

It is important that you follow these policies in order for the Madrasah to be run effectively for the benefit of all pupils.

AIMS AND OBJECTIVES

1. To provide Islamic education, both basic and elementary to Muslim children-irrespective of their race, colour, ethnicity or geographical background.
2. To instill Islamic values and beliefs in the hearts of our pupils in the light of the Quran and Sunnah.
3. To instill the love of Allah and His last messenger (SAW) in the minds of the young
4. To help and develop them to be responsible members of society.
5. To make the “Madrasah experience” pleasant and enjoyable.

ADMISSIONS AND ADMISSION POLICY

Prospective Students:

Minimum age for admission is 6 years. If a 5+ student shows the required understanding, we may enroll him after a short review as well.

A meeting is arranged for all successful applicants, where all relevant paperwork will be completed.

If a child leaves the Madrasah, but later on, wishes to come back, then he/she will have to re-apply. (Admission fees will apply and any other fees that are applicable at the time).

The continuing students must confirm their enrolment within the first week of September, 2025.

Admission:

- A non-refundable registration fee of £20 will be charged at the time of admission.
- This fee also applies for re-admission.
- Admission will be confirmed when admission fee & full/partial tuition fees are paid.

- Further £55 will be charged for buying the Study pack from Madrasah.
- The Study Pack includes:
 - A Progress Book
 - A Madrasah backpack with customised print
 - Two Islamic studies books: Text & Work
 - Qaidah/ Tajweed Qaidah
 - Dua Book
 - Arabic Book
- If anyone wants to buy them from outside, they are welcome to do so, but they have to buy the progress book and the bag at £20 from the Madrasah.

ATTENDANCE

It is essential that your child attends every single day and arrives before the session starts. If your child is absent for any reason, you must inform the office or send a letter with the child upon their return.

Please do not take extended holidays during Madrasah time as this disrupts the learning of your child and he/she will fall behind and will not reach their progress/learning target.

[We strongly advise parents to refrain from keeping “football training” and other such “after school” activities during Madrasah hours. This seriously disrupts the education of the child. If a pupil is absent/late on several occasions, we will contact the parents to resolve the issue. If it still continues, then we will take any necessary action that we deem appropriate.]

A calendar with the yearly holidays is given upon induction or at the beginning of the academic year. Ensure that you receive one. Please plan your outings/holidays around these dates.

IMPORTANT: Although attending the Madrasah on time is important, we would like to strongly point out to you that you do NOT send your child more than 10 minutes early.

PROGRAMS:

CURRENTLY WE RUN TWO PROGRAMS:

Weekdays: Wednesday to Friday: 5—7 pm (6 hours a week)

Weekend: Saturday & Sunday: 9:45 am – 12:45 pm (6 Hours a week)

Please note that being stuck in traffic is not an emergency, you are aware of the rush hour traffic and you must plan your route and leave enough time to accommodate the rush.

FEES POLICY:

Paying your child's fees on time is very crucial for smoothly running of the Madrasah.

Yearly fees for 6 hours a week weekdays and weekend is **£600**. You can pay the fees in either of the two options:

Option 1	Option 2
£600 one off payable within 10 September, 2025 (£20 discount will be applied)	3 instalments 1 st instalment of £220 by 10 September, 2025 2 nd instalment of £165 by 10 January 2026 3 rd instalment of £220 by 10 April 2026

Siblings discount: £30 discount applies on other sibling's fees. The discount will be spread in all instalments if you choose the option 2.

If you have more than one child and you are struggling to pay by the above mentioned options, please feel free to talk to Mawlana Mahbubur Rahman Talukdar for alternative arrangements)

DRESS CODE

Our Mothers and sisters should observe Islamic principles and values such as wearing a headscarf while dropping off and picking up or meeting with the class teacher or headteacher. This will create a healthy and spiritual environment.

All pupils must observe the dress code

Boys:

- White Thoub + White hat. They must wear a trouser, **no shorts!!**
- *Haircut – The boys must not do fade haircuts around the sides. Our prophet (SAW) clearly prohibited from any such haircut.*

Girls:

- Plain, black loosely fitting jilbab/Burqa (by loose we mean at least 3-5 inches away from the body on either side. Plain black head covering that conceals the hair, neck and chest.
- *No make-up or jewellery.*

SYLLABUS POLICY:

- **Qaidah:** We teach the Safar Academy's abridged Qaidah. We focus on proper makhaarij & Sifaat when doing the letter mashq.
- **Juz 'Amma & Quran.** We teach proper Tajweed when a student reads Juz 'Amma. We don't allow colour coded ones so that the students can focus on the tajweed rules – not on the colours.

- **Essential Memorisation:** Our syllabus covers daily Masnoon Duas, Salah Duas, key Islamic info, Islamic phrases and all small surahs of the Quran. The advanced students will start memorising Surah Yaseen when they reach the Juz 5 in their Quran.
- **Islamic Studies:** To create a thorough Islamic mindset, Islamic Studies is a must. We follow the well-structured Safar Academy books for Islamic studies. We start from book 2 to book 8 according to the students' level. The Islamic studies covers Fiqh, Aqaid, Seerah, Adaab, and Islamic History.
- **Arabic Language:** We teach Arabic language from scratch to advanced, based on the students' ability.
- **Practicals:** We do practical lessons of some Islamic rituals like different types of Salah (namaz), wudu, Tawaf of ka'bah etc. on a monthly basis.

HEALTH & HYGIENE

We have only one toilet in our premises at the moment. Children must visit the toilet prior to coming to the Madrasah. Young children should also be taught how to relieve themselves independently. This saves others from undue hassle, waste of time and inconvenience.

Personal hygiene is very important at all times. Children should take a shower prior to coming to the Madrasah after sporting and other similar activities. Socks etc should be changed on a daily basis.

Please send your child to the Madrasah in clean attire.

PERSONAL BELONGINGS

Pupils must be responsible to look after their own belongings; they must come to madrasah each day with the following items:

- Madrasah bag to carry the study pack.
- Writing book and pen.
- Water bottle

ITEMS NOT ALLOWED IN MADRASAH

- Mobile phones
- Personal stereos, iPods and MP3 players
- Knives, pen knives and any similar dangerous items
- Jewellery/Expensive Watches
- Chewing gums, sweets, crisps
- Toys or sports items

NOTE: (only fruits/sandwiches allowed in weekend sessions only)

HOME TIME

Parent and guardians should wait outside the Madrasah in an orderly manner which does not cause inconvenience to anyone.

Children should be picked up within 5 minutes of home time. In case of emergency, parents should call us to arrange any alternatives.

CHILD PROTECTION

The learning environment for children is very important to us. We want children to feel secure and valued.

There is zero tolerance of racism and bullying in our academy. The matter will be dealt with very strictly.

Parents should contact the office regarding any concerns they have.

ISLAMIC BEHAVIOUR:

We hope to instill Islamic manners and character in all pupils. We would expect parents to uphold and encourage their children to practise what they have learnt in madrasah at home too.

Part of our teaching includes the respect and obedience that you would expect from your children towards yourself and teachers, who also deserve the same respect and obedience.

We cannot stress enough the importance of punctual and regular offerings of Salaah. Parents must ensure that their children are offering their Salaah at home and on time.

DISCIPLINARY ACTION

Discipline within the Madrasah is very important and something that we take very seriously. Well-behaved and disciplined pupils are crucial for the smooth running of madrasah.

We do not have a physical punishment policy.

Our disciplinary procedure, AFTER exhausting all efforts to motivate/encourage a pupil, is as follows:

- Verbal warning to pupil (depending on offence committed)
- Lines and/or detention may also be given.
- Letter to parent if the issue is still not resolved.
- Further to this, parents to be called in for a meeting with the Head Teacher. At this stage we expect the issue to be resolved and the problem should no longer exist.
- If the concern still persists, then the pupil may be suspended. On certain occasions a pupil may be expelled if it is in the best interest of the madrasah.

Note: We may not always follow the above procedure, such as in the case of persistent and/or aggressive behaviour. In such cases, we will suspend the pupil immediately. The Head Teacher will then decide what steps to take.

APPOINTMENTS & COMING TO MADRASAH

If parents wish to speak to their child's teacher or the head teacher then they must make a prior appointment through the head teacher.

HOMEWORK

Homework is given to the children on every last day of the Week. This includes practising reading, memorisation, Islamic Studies Workbook and Arabic language. Parents must ensure that their children are completing this work at home. We expect children to complete/learn their madrasah work for at least 20-30 minutes a day

MADRASAH PROPERTY

Parents will be responsible for any damage caused by their children to property, books and materials of the Madrasah.

LOST PROPERTY

Yameen Academy is not responsible for any lost items

Any item that is handed into the office will be disposed of if not collected.

COMPLAINTS PROTOCOL

We take your views/comments/complaints and suggestions very seriously. Interaction between parents and the Madrasah management is very important.

Here are the steps to take if you have any concerns:

1. Make a telephone call at a reasonable time.
2. Write a letter/email addressed to the madrasah (**Preferable** method)
3. Address the issues to the head teacher if all the above fails.

It is our policy that no parent approaches any member of staff directly regarding ANY issue. If you wish to speak to your child's class teacher then please make an appointment via Mawlana Mahbubur Rahman Talukdar; the Head Teacher.

Yameen Academy will not tolerate ANY kind of abuse whatsoever towards any member of staff/management. We will investigate all complaints to the best of our ability, and will act fairly towards ALL parties.

PARENTS MEETING

All parent meetings throughout the course of the academic year must be attended by parents. It will help you understand how your child/ren has been progressing and give you an opportunity to meet the teachers that have been working with your child/ren.

Targets can be set to help your child/ren progress further.

PROGRESS BOOK

Please check your child/ren (s) homework diary/Progress Book on a daily basis as this will be a form of communication between teachers and parents. This book can also be used to write any problems or concerns you may have. This will help build a good relationship with the madrasah and give concerned parents a better understanding of how the madrasah works.

WITHDRAWING:

We ask all parents to be committed for the whole year. However, if you want to withdraw your child, you can do so at the end of December/March/July. You must notify us at least one month ahead.

END OF YEAR CEREMONY

An annual Presentation and End of Year Prize giving ceremony will be held at the end of each academic year to celebrate the students' achievements. Special guests will attend and students will do various performances. Parents are also invited to be present as students will be rewarded with prizes and gifts in relation to their performances throughout the year.

PARENTS MEETINGS

A minimum of two parents' Meetings will take place during the year to enable parents to discuss their child's progress and any other concerns they may have. Other meetings may also be held should the need arise.

ASSEMBLIES

There will be a weekly short assembly in every month. The teachers will deliver speeches and also the students will do various performances.

FIRST AID & SUDDEN ILLNESS

In the unlikely event of illness or accident we will use necessary emergency first aid or medical treatment. In an emergency, and if you are not contactable, we will arrange hospital treatment for your child.

PHOTOGRAPH AND VIDEO CONSENT

Sometimes we take photos and videos during our Madrasah activities which will be of an appropriate learning nature, and they will be used only to promote the Madrasah and Islamic causes.

We will put some of your child's appropriate photographs and/or video on Yameen Academy's Website, Prospectus and social media only to promote the Academy and its goals.

YOUR CONTACT DETAILS:

Your contact details will be stored in, and used by, the **Yameen Academy's** communication system. Our communication system includes your contact numbers, WhatsApp numbers and emails.

DATA PROTECTION POLICY:

In accordance with the General Data Protection Regulation (GDPR), we will process any personal data according to the seven principles below:

1. We must have a lawful reason for collecting personal data, and must do it in a fair and transparent way. We will be clear about what data we are collecting, and why.
2. We must only use the data for the reason it is initially obtained. This means that we may not use a person's data to market a product or service to them that is unconnected to the reasons for which they shared the data with us in the first place.
3. We must not collect any more data than is necessary. We will only collect the data we need to hold in order to do the job for which we have collected the data.
4. We will ensure that the data is accurate, and ask parents to check annually and confirm that the data held is still accurate.
5. We will not keep data any longer than needed. We must only keep the data for as long as is needed to complete the tasks it was collected for.
6. We must protect the personal data. We are responsible for ensuring that we, and anyone else charged with using the data, processes and stores it securely.
7. We will be accountable for the data. This means that we will be able to show how we (and anyone working with us) are complying with the law.

The policies are subject to change.

These policies take effect from the 31/07/2025. We will review the policies on a yearly basis