

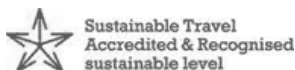
Rules and Regulations 2019-2020

All students and parents must abide by the rules and regulations, which govern the school as set aside by the Management committee below. Breach of the following rules and regulations may lead to disciplinary action which may result in permanent exclusion.

1. The school is committed towards promoting an Islamic ethos, safe and healthy environment for teaching and learning. All parents and students will be required to respect the School, staff and property.
2. Applicant's academic and character reports will be checked at the time of admission.
3. The following amount of fees must be paid:

New Admission Fee (NOT REFUNDABLE)	£300.00	at the time of admission
Books and Fees Deposit	£300.00	(Refundable when child leaves School)
Fees	£3700.00	(From September 2019 to July 2020)
<u>All fees are to be paid by Standing Order Only. Fees paid in cash at bank or through cheques will incur administration charge of £20 per transaction</u>		

4. Non-payment of fees will automatically result in temporary exclusion of the student.
5. On payment of outstanding fees the exclusion will be lifted, however 3 months fees will have to be paid in advance thereof.
6. In the event of any payments being dishonored, the school will levy a set administration fee of £25. Parents will be informed of these charges by the school Administrator.
7. Parents must notify the School with a minimum of one calendar month in advance before withdrawing their child from the School roll. A charge of one month fee will be applied in breach of this regulation.
8. Parents must not enter the school without prior appointment and permission by the head teacher or member of staff.
9. Parents are obliged to respect the staff and not to show any dissent especially in the presence of students.
10. Parents cannot object to any aspect of the Curriculum, activities or educational trips arranged by the school. This includes the school Enrichment programme.
11. Leave will not be granted during school term. (Please refer to parent's handbook for application of authorised leave in exceptional circumstances).
12. Any unauthorised leave may result in a penalty fee as set out in the School additional leave policy or the student being taken off roll from the school register.
13. Students who return to school following non-attendance must bring with them letter from parents.



14. Absenteeism of more than 5 days due to illness must be accompanied by a doctor's medical note.
15. Non-attendance for a period of 5 days or more without a valid reason will be reported to the Local Authority.
16. Neat and tidy school uniform must be worn at all times during school hours. Non or soiled-uniformed students may be sent home.
17. Students will not be allowed to leave school premises during morning and lunch breaks
18. The parent will be informed in advance where a detention has been given to their child. No objection from parents will be accepted. A ten minute detention can be given at the end of the day by a member of staff without prior notice to parents.
19. Any misuse or vandalism of school property may result in fixed term or permanent exclusion. Any costs incurred by school must be fully reimbursed by parent(s)/carers. In the event of an act of vandalism where no responsibility has been accepted the class will be held responsible collectively and incur the financial costs.
20. The school Management committee is solely responsible of all operational decisions.
21. The school committee reserves the right to review and amend any rules and regulations as necessary.
22. All school related issues are to be conducted as per school procedure outlined in the Parents Handbook & School Policies. This will ensure everyone's integrity remains intact.
23. The School may need to photograph or take video imagery of pupils carrying out activities. By signing this agreement, we the parents / carers give permission to the School and other agencies /organizations working with the school to take photographs and video imagery of our child for solely educational and school promotional purposes. Please tick if you would like to opt out of Photo Consent
24. Mobile phones are banned on-site and any School event, if found they will be confiscated and returned only to a parent or carer after a period of 3 months. If pupils need to bring a phone into School, parents should write to the School to arrange a meeting with a member of the SLT. Only under exceptional circumstances will mobile phones be allowed to be brought in to School. No smart phones and phones with camera will be allowed if permission is granted. The phone will need to be handed into the School office upon entry on a daily basis. The school will not be responsible for any loss of such devices

I / We parents / Carers agree to abide by the above rules and the school procedures set out in its policies and Parents Handbook

Pupil Name _____

Date _____

Parent/Carer Name _____

Signed _____

For more detailed information regarding school Policies and procedures, please refer to Parents Handbook & the School Website. Parents can request a copy from the School Office

