

EASTBOURNE ISLAMIC CULTURAL CENTRE

ASHFORD SQUARE EASTBOURNE. E. SUSSEX. BN21 3TX

www.eastbournemosque.com

EICC Madrasah Rules and Regulations

Admission and Enrolment

- We accept Muslim children from Eastbourne and the surrounding area.
- We accept children aged 5 to 15 years (Boys can attend until the age of 12, after that they can attend the Youth talk on Saturdays).
- We strongly advise that children enroll at the same time as they begin Reception year in School. This will ensure that they have ample time to complete the set Madrasah syllabus.
- Admission of children with special needs will be subject to discussion with the Madrasah Office.
- Admissions will be accepted at particular times of the year which will be announced.
- No child will be looked after or allowed to attend classes prior to formal admission and allocation to a class/group. Parents must respect this and not ask the Imam/teacher for any exceptions to the rule.

Attendance

- Children must attend classes regularly and on time except when absence is due to illness or other serious reasons. A note of absence must be sent to the Madrasah Office.
- The parents of any child who is going to miss classes for 2 weeks or more continuously must meet with the Madrasah Office and take a report of the child's progress. This meeting should take place one week before the child's leave.
- The Madrasah Office will not be responsible for the progress of any child absent for 30% or more of the classes.
 - Lateness more than 10 minutes will be marked down, if a child has three late marks in one half term their parent will be contacted

Class Times

Refer to timetable doc.

Drop off and Collect:

- Children should be dropped off and collected from the Madrasah at the correct time.
- Parents must ensure that their children arrive safely to the upper hall of the Masjid where the classes take place and are collected from there at the end of class.
- If parents want their year 3 or younger children to walk home with an older sibling/ pupil, they must notify the Madrasah Office of this in writing. In this case the Madrasah will not be responsible once the child has left the Madrasah premises.
 - children should be dropped off 10 minutes before their class begins

Child Safety and Safeguarding

Please refer to the "Child Safety" and "Anti Bullying" documents which can be downloaded from the EICC website.

EICC Madrasah takes the matter of Safeguarding and Child Safety extremely seriously.

Syllabus

- Please refer to the "Teaching & Syllabus" document which can be downloaded from the EICC website
- Learning sessions in EICC Madrasah are to a set syllabus and no individual lessons will be given.

- Parents/guardians are obliged to see the Madrasah Office twice a year for parents' meeting. It is strongly advised that they meet with the teacher to discuss their child's/children's progress. Appointments should be made out of class time. A letter will be sent to all parents 2 weeks prior to the parent's evening.

Uniform (Children MUST be in uniform)

For Boys: White Thobe with hat

For Girls: Black Abaya and headscarf

Homework

- Learning at home is an essential part of good education. It is the duty of parents to help the children revise and practice their lessons in a peaceful and loving environment. Children should be rewarded and congratulated for hard work and good progress
- Uncompleted homework must be completed at the end of each class

Discipline policy

- Please refer to the "Discipline Policy" which can be downloaded from The EICC website
- All students are expected to show utmost respect to all teachers, members of staff, worshippers in the Masjid and all Madrasah property
- Anyone expelled from the Madrasah by the Madrasah Office will have no recourse against the Madrasah
- After class detentions will be held for those disruptive students

Complaints procedure

- Any complaints should be made to the Madrasah Office and, if not resolved, can be taken to the trustees.

Mobile phones

- Mobile phones/electronic devices are not allowed in the masjid. If any child is found using a device during classtime, the item will be confiscated and returned to parents. After 3 warnings, the child will be expelled.

Assesment

- Children will be assessed twice a year. Reports will be sent out to parents. Please read the report and discuss with the head teacher if you have any concerns.

All these rules and regulations are prepared to ensure that the Madrasah can provide a good standard of education for its pupils.

May Allah show us the right path and guide us to learn Islam. (Ameen)