

C. OUR CODE OF CONDUCT

Rules and regulations are a key factor in any successful institution. In order to achieve these objectives, it is of paramount importance that our Centre also has a set of rules and regulations in place.

A. Timing and Punctuality:

1. To ensure all our children receive maximum and equal learning time, every child must attend both regularly and on time. Absence from the class or even attending late can have a major detrimental effect on the Centre as a whole as well as individually on the child's progress.

2. In the best interest and safety of your child, it is important to collect him/her immediately after class has finished. It should not be the responsibility of a member of staff to be supervising your child until you arrive.

3. Exams are the most effective and thorough way of assessing the progress of an individual as well as of a whole class. Hence, attendance in our quarterly exams for all subjects is a must. Any unauthorised absence from the exams will result in sitting for a make-up exam.

4. Leave during Centre term time can have a serious detrimental effect on a child's achievement. Parents will always be requested to avoid taking their child for visits during term time. If absolutely inevitable, then parents must ensure that they complete our 'holiday request form'. Please note that leave during exam period will not be authorised.

5. Absence not notified in advance of more than two weeks will forfeit the child's place in the Centre.

6. Once a student leaves the Centre, either by their consent or forfeited, they have to reapply again for admission, and their place will depend on availability of space.

B. Fees

1. All payments will need to be made in the first week of each month.

2. We are open 12 months a year, from September to August. So if you want your children to study we are here for you.

3. Fees will be paid on child's place in the Centre, and not on attendance. Holidays taken

by the student will not exempt anyone from payment because they occupy the space.

C. Behaviour

1. Good behaviour is of paramount importance everywhere for all. Hence, misbehaviour at our Centre will not be tolerated. An instance of child's misconduct will lead to detention. The child may be expelled from the Centre if the misbehaviour continues and several disciplinary measures are exhausted.

2. Any child found physically fighting with another child inside the building or outside, on their way to the Masjid or home, will be suspended immediately for a period of at least two weeks.

3. Mobile phones should be switched off before entering the building. Strictly no mobile phone or other electronic devices are allowed in the Centre. This is to ensure that no child is distracted in his/her learning. Therefore, any child found with a mobile phone or electronic device will have it confiscated.

4. Every child must bring with him/her the necessary and correct books and equipment. Failure to bring the correct books or equipment will result in a 20-minute detention after class on the same day.

5. Your child/children may be given some homework to do. This will enable the teacher to monitor his or her progress and to offer him or her the required help. Failure to complete any homework or a given task in the class will result in a detention or management meeting.

D. Management

1. Centre will not accept responsibility for the child outside the Masjid.

2. Any matters concerning lessons/teachers or any other class matters must be reported to the Principal first instance and not directly to the teachers.

3. Every parent must attend parent meetings. Parents who do not attend will be regarded as not serious about the education of their children and management may look at reconsidering the admission of their children.

4. No parking illegally, on corners, no picking or dropping off in the middle of the road, no reversing around corners, no load noise outside the premises.

5. Upon collecting or dropping, parents/guardians must clear the vicinity immediately. Avoid talking or unnecessary waiting, whether walking or by car around the Masjid.