

MADRASSAH REGISTRATION FORM

Tuubaa Tawfeex Birmingham



مَنُورُ الصُّدُورِ

تعليم القرآن الكريم والدراسات الإسلامية

العلم النافع - العمل الصالح - الأدب المرضي

Munawwir As-Suduur Centre

For the teaching of the noble Qur'an and the Islamic Sciences

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MADRASSAH REGISTRATION FORM

- **Applications will only be considered for children aged 5 or over**
- **Please fill this form in CAPITAL letters using black ink**

Students Details:

Full Name: _____

Date of Birth: ____ / ____ / ____

Gender:

Male ☐

Female ☐

Address: _____

Postcode: _____

Mother tongue/main language: _____

Does he/she have internet access? Yes ☐ No ☐

What time is he/she available to revise the Qur'an at home after school between ____:____PM and ____:____PM

Previous Madrassah Education:

NOTE: (Only to be filled in if your child is currently attending/has attended a Madrassah)

Is your child currently attending or has he/she attended a Madrassah: Yes ☐ No ☐

If **YES**, please answer the questions below:

Madrassah name and address (if applicable): _____

Contact number: _____

Period of Attendance: ____ (years) ____ (months)

Reasons for leaving current/previous Madrassah: _____

What is the child's current stage of Qur'an learning?

Beginner ☐

Elementary ☐

Intermediate ☐

Advanced ☐

Current Surah: _____ Number of Surah completed: _____ No of Surahs memorised: _____

Medical Consent:

Please list below any medical conditions we need to be aware of, e.g. Allergies, Asthma, Epilepsy, Diabetes etc.

Does he/she require any Special Education Needs ?

Yes ☐

No ☐

If **yes**, please give details: _____

Parents/Guardians Details:**Parent/Guardian Details:**

First Name: _____ Last Name: _____

Address (if different): _____

Postcode: _____

Relationship to the student: _____

Phone Number: _____ Email: _____

Emergency Details

Please provide details of somebody who can be contacted if parents/guardians cannot be contacted.

Primary Emergency Contact Details (required):

Full Name: _____

Address: _____

Postcode: _____

Phone Number: _____ Relationship to child: _____

Secondary Emergency Contact Details (optional):

Full Name: _____

Address: _____

Postcode: _____

Phone Number: _____ Relationship to child: _____

GDPR Consent for Personal Data Usage by the Daara (Madrassah)

☐ I give the Madrassah Munawwir As-Suduur permission to keep my personal information on file in order to send me emails, WhatsApp/SMS text messages. I have consented to receive such communications from the Daara Munawwir As-Suduur Tuubaa Tawfeex Birmingham by providing my personal information. It may not be used for any other purposes without my permission.

☐ I have read and understood the rules and guidelines of the Daara Munawwir As-Suduur.

Declaration:

I _____ Parent/Guardian of the above named child, have read and understood the rules and guidelines. I agree to abide by all rules and regulations of the Madrasah, current and in future. I further declare that the information given on this application form is accurate and to the best of my knowledge.

Signature of Parent/Guardian: _____

Date: _____

GENERAL DATA PROTECTION REGULATION (GDPR)

This statement relates to our privacy practices in the Madrasah. Munawwir As-Suduur Centre respects your right to privacy, and any personal data which you provide to us will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Acts, 1998 and 2003. Your information is being collected with your consent in order to provide you or your children with pupil learning. The Madrassah will not share your information with any other organisation.

Why do we collect and use information?

We use the data:

- to support pupil learning
- to monitor and report on pupil progress
- to assess the quality of our services
- to comply with the law regarding data sharing

Photographs of Students:

Some moments in Madrassah are to be treasured; such as when children recite a short Surah from memory with Tajweed or in some activities and events. Surely, children deserve recognition and parents love to feel involved and engaged with their children's learning. The Madrassah also would like to show evidence of creativity and learning taking place in their lessons. One increasingly popular method of achieving all this has been using pictures or short videos, therefore, occasionally, we may take photographs of the children at our Madrassah. We use these images as part of our Madrassah displays. We also be using them and sharing them with parents and on the Madrassah or the Daahira (Tuubaa Tawfeex Birmingham) website and social media accounts.

You may opt out of having your child(ren)'s picture taken for these purposes.

Requesting Data:

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact: munawwir.suduur@gmail.com

You may withdraw your consent for the processing of your information at any time by contacting the above email.

Photograph and Social Media Consent

NOTE: This consent is optional; it does not affect your child's registration

Consent: Yes or No		Yes	No
1	If you are happy to have your child's photograph taken as part of school activities and included in all such records		
2	If you would prefer not to have your child's photograph taken and included in such records		
3	If you are happy for your child's photograph to be taken and included, as 1 above but would prefer not to have images of your child appear on Madrassah and the Daahira website or social media accounts.		

Signature: _____ Printed Name: _____ Date: ____ / ____ / 20____

Madrassah General Rules and Regulations

Uniform and appearance:

To dress our children in an Islamic way is very important. All students are expected to conform to Madrasah Policy in relation to their dress code and appearance.

- **(Boys)** they must be dressed in either thobe or qamees. Care should be taken to ensure it reaches below knee level, but above the ankles. This also could be any clothing within the cultural standards of “yere wolof” (such as Baay Lahad, Baay Suhaybu) that meets the standards of the sunnah of the prophet (P.B.U.H)

Uneven haircuts are not allowed in Islam. Therefore, students should come to school with haircuts that are in accordance with the sunnah whenever possible.

- **(Girls)** dress must be conceal the hair and the body from the ankles to the neck. They are also required to wear a full black hijab (headscarf) ensuring their hair are always covered fully.

Any student considered being **dressed** or having a **hair style** contradictory to shariah and Islam can and may not be permitted to sit in class, till he/she resolves the problem.

While it is OK to bring mobile phones to Madrasah, it is highly banned to use them during the hours of Madrasah. Students who are caught using their phones during Madrasah will have their phones confiscated and may only be released when a parent comes to the Madrassah to collect them.

Attendance and Punctuality:

The minimum age requirement for students’ attending Madrassa is same as school Year 1 (5 years).

Students must be dropped off and picked up in time.

Class times are:

Saturday:

Session 1 15:00 - 17:30

Session 2 18:00 - 20:00

All students must be punctual within their allocated Madrasah times. Late arrival or early departure is not permitted unless in exceptional circumstances, for which a signed note is required. All absences must be explained by a note signed by the parent/guardian upon return.

Fees and contributions:

There is no admission fee, however, a monthly contribution is payable.

Fees are collected in advance monthly via a bank standing order mandate or by cash. The fees to be paid are as follows (the fee rate is calculated as per family):

- **1 student = £20 per month**
- **2 students or more = £40 per month**

Note: Every student must have material to help them study. Books also are given for £5.

Homework:

Homework to do every day (excluding days set by the teachers) will be given to the students. Every student is required to study and do their homework at home under direct parents' supervision.

Behaviour:

Students are urged to behave in an Islamic manner both among themselves and with others. All parents are requested to constantly remind pupils about Islamic etiquettes and the importance of respect and behaviour towards everyone around them.

Examples of bad behaviour:

Consistent lateness, lack of effort in class, bringing in prohibited items, being disruptive, using foul language, disrespecting the sanctity of a mosque, bullying or intimidating other students, physical violence, disobedience to the teachers or management, not adhering to madrasah policies or requirements are all examples of bad behaviour.

When a student displays persistently misbehaviour, he/she will be verbally reprimanded, and the teacher may decide to sit with the student's guardian or parent(s), and the student may be suspended or expelled.

The Madrasah has a strict 4 stages behaviour policy. If the student misbehaves then these steps will be taken in sequence, though some behaviour may result in immediate expulsion.

- **Stage 1:** A verbal warning
- **Stage 2:** The Head Teacher will discuss the matter with the student.
- **Stage 3:** Letter will be sent home and The Parents/Guardians of the child will be called in to have a meeting with the Head Teacher and class Teacher and the student may be suspended.
- **Stage 4:** The student will be excluded if deemed appropriate

Student must not bring unnecessary items into the Madrasah and must look after their belongings.

Whilst it is OK to bring mobile phones to Madrasah, it is highly banned to use them during the hours of Madrasah. Students who are caught using their phones during the hours of class will have their phones confiscated and may only be released when a parent comes to the madrasah to collect them.

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☐ I have read and understood the rules and guidelines of the Daara Munawwir As-Suduur.

Declaration:

I _____ Parent/Guardian of the above named child, certify that I have read, fully understood, and agree to the madrasah rules by completing this form. I understand that submitting this form constitutes a commitment to follow all staff and student procedures and conduct rules and policies. I further declare that the information given on this application form is accurate and to the best of my knowledge.

Signature of Parent/Guardian:

Date: