

Conditions preceding admission

1. All new learners will be assessed upon admission. Thereafter, the applicant shall be placed in his/her appropriate class; irrespective of his/her past reports produced.
2. Enrolment and Indemnity forms must be completed and submitted by the end of the month of January.
3. A full disclosure of any medical abnormalities of learners must be submitted with a doctor's letter (e.g. Hearing, eyesight, speech, any infectious diseases, asthma, surgical procedures etc). All medication and food related allergies must be disclosed.

General

1. No permission for leave from classes will be granted for weddings, birthday parties, visiting grandparents (unless deemed necessary), visiting the ill and extracurricular activities.
 2. No learner may stay absent without a valid reason. A formal letter must be submitted in advance requesting leave.
 3. The Ustaath or principal will have the absolute right to check learner's activities and go through their personal belongings to maintain and uphold good behavioural standards.
 4. They will also confiscate any items found that is deemed not permissible, as mentioned in clause no.13. The determination of bad behaviour will be at the sole discretion of the principal.
 5. Learners will be disciplined by appropriate reproach for any misconduct.
 6. If a learner has a problem, his/her parents must make an appointment with the principal's office, to discuss the problem. The decision of the principal will be final and binding regarding all issues.
 7. Learners who behave badly in any disrespectful manner, speaking rudely or harshly and refusing to obey instructions from any Ustaath, teacher or any other staff of the institute will be reprimanded and shall be duly disciplined or even expelled.
 8. No pupil is allowed to quarrel with anyone or fight amongst themselves.
 9. All complaints must be lodged with the principal or the Ustaath.
 10. Any pupil found smoking, taking any form of intoxicants, carrying knives, dangerous objects, fighting or intimidating other pupils, will be expelled.
 11. Learners must not damage or deface (graffiti) the institute's building and property. Learners (and their parents) will be held responsible for any damage caused.
 12. Learners must not waste water and electricity, or abuse other facilities made available to them.
 13. Learners are not allowed to bring the following items:
Cigarettes or any other habit forming drugs (Learners will be expelled if found with any of these items). Cell phones, sunglasses, radios, mp3 players, iPads, games, magazines, anti-Islamic or offensive literature, novels, DVDs, etc. are not allowed. Any of these items found will be confiscated and destroyed (Parents/Guardians and pupils will have no claim against the institute, its Trustees and the Staff).
- *Knives or any other items that can be used to injure or harm other pupils.

Times: Madrasah times are from **3pm-5pm**. Parents must pick up their child/children from the Madrasah at 5pm. Children will not be allowed to leave without their parents, guardian, or person responsible for picking up their child/children. If parents are late in picking up their child/children at 5pm, please inform us by contacting us. Feel free to keep in contact with your child/children's Ustaath regarding their progress or regarding any queries that may arise.

Procedure of picking up children: Parents/Guardians are to enter the Masjid premisis from the Huckleberry L. entrance. and will then leave the premisis at the Parkville Rd. entrance. Asaatiethah will leave the Madrasah premisis by **5:10 pm**.

Dressing

- Any clothing bearing any pictures, slogans and adverts thereon are disallowed. (Parents must understand that such slogans and adverts are not allowed (according to Shariah) in the Masjid or places of five daily salaah).
- No three-quarter trousers, short trousers, denim jeans are allowed.
- Learners must not cut or trim their hair in a manner which is contrary to Shariah.
- Learners must attend the Madrasah wearing the following:

Girls are to dress in a cloak with pants. Madrasah uniform burkas are to be worn to cover their hair.

The following garments are not allowed:

Open abayas, with other outfits underneath.

Jeans and pants above the ankles.

Scarves and fancy dopataas

Make-up and jewellery.

Boys must wear kurtas with a White kurta trouser or any other trouser (which is above the ankles). A madrasah uniform topee must be worn to cover the head. Boys are not allowed to wear jeans to Madrasah.

Hair : Boys are to keep their hair at one length. If the learner has their hair cut in more than one length they will be issued with a warning letter and required to have their hair cut to one length by the next day. if this is not adhered to, the learner will be issued with a second and final warning. The parent will have to meet with the Ustaath and the student will deserve to be reprimanded and be duly disciplined or even expelled.

Fees: Kindly be informed that Madrasah fees are to be paid in full for the month before the **28th of each month**. Account details have been provided on the last page of the newsletter.

- **R300** per month (per child).
- Families enrolling 3 children or more pay a fee of **R250** per month (per child).
- Madrasah Fees may be paid monthly/ per term/per annum.
- Fees are to be paid for the months of January – December by the month of **October**.

The total amount due for the year : **R 3600-00.**

It will be appreciated for Madrassah to be sealed in an envelope/money packet and labelled with the student's name, class and amount. This is to be handed to the student's Ustaath. Fees may also be deposited/transferred into the Madrasah Account. Please send a **confirmation of payment** to the Madrasah's email address.

Email address: madrasah@bucclleuchmasjid.co.za, or the following **cell number** 083 200 0123, stating the name of the student and the month for which fees are being paid.

*Some fees are still being deposited into the old madrasah account. Please make relevant changes to ensure that fees are deposited/ eft into the **new account**.*

<p>I,.....</p> <p>understand and accept all the rules and regulations stated above.</p> <p>Date:</p> <p>Place:</p> <p>Signature:</p>

(Please retain this document as you may refer to the information provided when needed)

Kitaabs:

Students will need the following for the new Madrasah year :

class1&2 : 1 x Homework Diary or A5 Hard/Soft cover writing book

class3-12 : 1 x Homework Diary or A5 Hard/Soft cover writing book

1 x Flip File 1 x Ruler 1

1x Pencil 1 x Eraser

1 x Pen

Kitaabs needed for the new grade will be ordered for each student and we will forward the amount to you.

All Quraans and kitaabs should be covered and labelled. A homework diary should be brought everyday and signed by parents daily.

Juzdaans must be used to carry kitaabs and not backpacks/school bags carried on the back.

Contact details

079 138 2422 (Moulana Nazir Ahmed)

081 589 1637 (Aapa Fatima)

083 200 0123 (Aapa Muaaza)

084 592 4622 (Aapa Zainab)

076 296 4335 (Aapa Fahima)

082 066 4213 (Aapa Jamila)

Fees:

The Madrasah account details :

Account details:- Standard bank , M Karodia, Account number: 10033972360, Branch Code:051001

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Enrolment/ Indemnity Forms

Enrolment of students into the madrasah will only be complete once the indemnity document has been signed.

Grade R/1 : The madrasah will only be accepting the enrolment of students **aged 5** turning 6 years old during the year for grade R/1.

Madrasah Uniforms:

A uniform Topee has been made compulsory for the boys' uniform. The Topee may be purchased from the madrasah.

A uniform Burka has been made compulsory for the girls' uniform. The Burka may be purchased from the madrasah.

We humbly request your duaas.

Madrasah Islamia Buccluech