



# ALIF BAA TUITION

GIVING YOUR CHILD A BRIGHTER FUTURE

## Welcome Back Letter

Tuesday 3<sup>rd</sup> September 2019

Dear Parents/Guardians/Students, السلام عليكم ورحمة الله وبركاته

I hope this letter reaches you in the best of health and Imān and that you have experienced a prosperous Holiday. Alif Baa Tuition (ABT) would like to welcome all students back to the new academic year. There are some important issues to be addressed ensuring that all students experienced a successful time this year.

### **1: Changes in the Terms and Policy**

Please take a moment to read the terms below to avoid unnecessary confusions during the child's academic year.

**Alif Baa Tuition Policy:** All parents/guardians and students must adhere to all rules set by Alif Baa Tuition.

**Uniform:** All children are required to abide by the dress code. If for any reason you cannot send your child to madrasah with the correct uniform, you must send a signed and dated note to explain why. Boys dress code: White Jubba, White/Black Hat. Boys must keep their garments i.e. Trousers, Jubbah above the ankles. Girls dress code: Black Jubba, Black/White Hijab. **Fashionable Hairstyles:** Short back and sides, wedge cuts, layers etc. are unacceptable. Boys MUST have 1 grade haircut at all times. **Attendance and Punctuality:** Attendance and Punctuality is regarded as a vital part in studying. Therefore, parents must ensure that their child attends Madrasah daily and arrive on time. If the child is unable to attend, the Madrasah must be notified prior to class time. Two or more unauthorised absences in one month may result in the parents being contacted. If this does not resolve the problem then the child's name may be removed from the Madrasah register. At the end of each month, the Madrasah management will review the attendance of all students and have the full right to discipline, suspend or even expel any student who has taken a considerable amount of unauthorised leave. **Behaviour:** All students must respect the class environment, including the teachers and fellow classmates. Any type of misbehaviour will not be tolerated. **Disciplinary Procedure:** The Madrasah has a strict 4 stage Disciplinary procedure. If the student misbehaves then these steps will be taken in sequence. If after stage 1 the student continues to misbehave then stage 2 will be implemented etc. In extreme circumstances, the management has the right to imply stage 4 instantly. Stage 1: A verbal warning will be given to the student and recorded in the behaviour book. Stage 2: A written warning will be issued and sent to the parents/guardians. Stage 3: The parents/guardians of the child will be called in to have a meeting with the class teacher and/or the Madrasah management. The student will be suspended and may be placed on report after their return. Stage 4: The student will be expelled immediately. In certain circumstances, a student could be expelled immediately, without having to follow the behaviour policy. **General Hygiene:** It is recommended that children take some rest upon returning from school and take a light snack and drink some water. It is also stressed that parents ensure, as a matter of routine, that children fulfil their toilet needs and perform wudhu at home before coming to Madrasah. This will help in increasing the efficiency of their time in the class. Please ensure that your child's clothing is clean and presentable. Your child's outer presentation will be monitored regularly i.e. their clothing, socks, nails etc. will be checked. If your child urinates or defecates/excretes in places other than the toilet or Wudhu area, parents will be made to cover the cost of restoration of the affected area. **Homework & Parental Support:** Parents must take interest in the lesson (homework) that their children bring home. Parents must encourage their children to make time to do their homework. This should, Inshaa Allah, create zeal and a sense of importance in the child's heart to learn and do well. Homework may not always be written. Non-written homework such as learning to recite the Holy Quran, memorizing Surahs and prayers is EQUALLY IMPORTANT. Each child should be encouraged to spend at least 20 to 30 minutes daily learning their lesson or doing their homework. Each child will have a

Homework diary that will record their homework. It must be signed and dated by the parent to show they have done the homework. Parents wishing to see the teacher can do so by booking an appointment. Parents will not be seen during class times. **Promote Progress:** To promote your child's progress, you should assist them with the following: Motivate your children before sending them to Madrasah and encourage them to always listen to and respect their teachers. Allocate time for your child's learning. Listen to your child read and encourage them. Guide and assist your child to perform better and reward them on any improvement noted. Continue to motivate your children and inculcate in them the importance of their Madrasah studies. **Breakages and Damages:** The Madrasah is entitled to require parents to cover for the cost of damage caused by children (e.g. breakage of window, damage to furniture, desks, equipment etc.). **Suggestions & Complaints:** All suggestions are welcome and will be taken into consideration to improve the standard of the Madrasah. Any suggestions should only be made to the Head teacher or management Team. Any complaints should be made to the Head teacher & Madrasah Management and not to the teacher concerned. **Fees:** All courses available at Alif Baa Tuition are based on an annual fee. The fee is paid in 4 instalments at the start of each term. The costs for each course are as follows; 1) Weekday Classes: £500 per year (£125 per term). 2) Weekend Schooling: £15 per week. 3) The cost of 1:1 tutoring is £20 p/h. Parents having 2 children in 1 session will be charged £30 p/h for both children (includes travel cost, educational resources, print outs etc.). To cancel or reschedule a booking please notify the tutor 12hrs in advance. There is no charge for cancellation or rescheduling. Fees should be paid in advance according to the sessions booked. **Withdrawal:** Parents who wish to withdraw their child(ren) from Alif Baa Tuition during the year must give one full term's written notice. Failure to do so will result in one full term's fee being payable. **Applicants' Declaration:** By signing this application all applicants confirm and understand that; 1) Submission of a completed application form does not guarantee a place. 2) Both parents together with their child(ren) may be asked to attend an interview. 3) The information submitted in the form is correct and that any misleading information or contradictions will have negative implications on the application and if the child has already been admitted to the Madrasah, could lead to his/her withdrawal. 4) Unsigned applications will not be accepted.

#### **NOTE**

For Fees dates, Exams dates and Holiday dates please refer to the Academic Calendar. The Academic Calendar can be found on our website or alternatively please request one from the Madrasah.

Yours sincerely,



Maulana Muhammad Ibrahim  
**Principal - Alif Baa Tuition**