

# **NOOR U ISLAM**

# **INSPIRE**

# **MADRASSA**

**PARENTS' HANDBOOK**

(Updated July 2025)



**Inspire**  
Madrasa



# C O N T E N T S

Welcome note

Rest and routine

Medical information

Food & snacks

Going to the toilet

Home time

Fees & Madrassa rules

Communicating and listening

Safeguarding our pupils

Code of conduct for parents and carers



# *Welcome Note...*

As Salaamu alaykum Wa Rahmatulahi wa Barakatuh

Dear Parents,

Welcome in preparation of the new Madrassa year. We hope that you and your child are ready and eagerly awaiting the new term.

I hope this Welcome Pack reaches you in the best of health and emaan. For some of you, this handbook serves as a reminder as your child already attends our Madrassa. For others this is your first encounter with the Madrassa as your child has just enrolled.

This Welcome Pack has been produced to remind and provide you with information about the Madrassa and how it operates. Whilst it is a lengthy document, I request you go through the whole pack to familiarise yourself with the Madrassa.

Was Salaamu alaykum

Zafar Syed  
Madrassa Manager





# Rest and routine

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If your child is attending our weekday madrassa, classes take place soon after school and this will no doubt impact on their ability to learn.

It is important that you set a good routine for your child, including going to sleep at an appropriate time. You are advised, where time permits, to give them a short rest between school and madrassa.

Your child should also have a healthy diet, drinking adequate water throughout the day.

## **Punctuality**

Currently the **weekday Madrassa** has the following times :

4:40pm - 6:40pm

If your child is offered a place, please ensure that your child attends and collected at the time mentioned. The gate will close at 5:00pm.

For the **Saturday Madrassa** the timings are:

9:30am – 12:30 pm

Please ensure that your child attends and is collected as per the group's timings. The gate will close at 10:30am.

If the above is not adhered to your child may well lose their place in the Madrassa.



# Medical Information

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It is important that your child is in good health, so that he/she can learn effectively.

If your child has any medical or health issues, please inform the Madrassa office. If your child has any special educational needs, it would be best to inform the office as soon as these have been identified so adequate preparation can be made. The Madrassa must be informed of allergies. We require personal information on your child, including GP's details. You must also ensure you update us whenever there is a change to this.

If your child is suffering from diarrhoea or vomiting, please do not bring them to madrassa for at least 48 hours after the last episode, as these types of illness are contagious.

Likewise if at any time during the year your child acquires chicken pox or head lice, your child should stay at home until the chicken pox has passed into the final phase or the head lice has been treated effectively.

If your child is unable to come in to madrassa due to sickness or if they need to attend an appointment, please hand in a letter to the madrassa office.

If an accident happens and your child is hurt or your child is not feeling well in Madrassa, we will contact you and ask you to pick up your child.

May Allaah keep all of our pupils healthy.



# Food & Snacks

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As the madrassa day is only for a short period of time, pupils are not allowed to bring in food.

Your child must bring their own water bottle from home as drinking water facilities are no longer provided and this is for their own safety.

The madrassa ask parents to promote healthy eating at home and school. Children that regularly eat “junk food”, this can have an immediate adverse effect on their behaviour as well as lead to long term health problems.

Children should also not bring in sweets and chocolates. There may be pupils who have a nut allergy for example and by having sweets that contain nuts in the same area can cause an allergic reaction.

Your child will be taught the du’aas before eating and after. Please help them put this in practice at home.





# Going to the Toilet

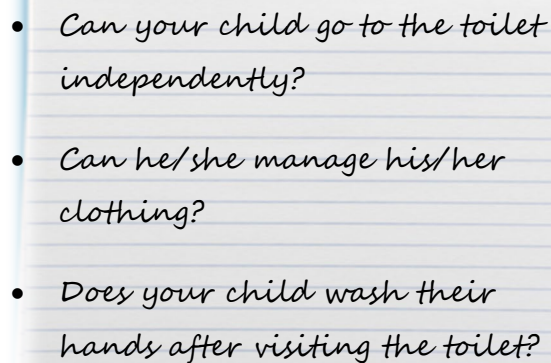
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Madrassa lessons are very short. If time is taken out for toilet breaks, this affects the lessons. Pupils should therefore go to the toilet just before coming to the madrassa.

If a child is desperate to go to the toilet during the lesson, they should let the teacher know. We expect all of our pupils to be toilet trained.

Your child will be taught both du'aas for entering and leaving the toilet. Please help them practice these du'aas beforehand.

Below is a check list to revise before the beginning of school:-

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- *Can your child go to the toilet independently?*
  - *Can he/she manage his/her clothing?*
  - *Does your child wash their hands after visiting the toilet?*



# Home Time

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Normally madrassa will end for your child at 6:40pm (Weekdays Madrassa) and 12.30pm (Saturday Madrassa).

Please be at Madrassa promptly at pick up time, as your child will be looking forward to seeing you. If someone else is picking them up then please make sure he/she knows the arrangements. Please let the office know about any changes that take place. The Madrassa can only allow pupils to leave with adults authorised.

Parent **must not** park on the yellow lines when dropping off or collecting children. We ask all those associated with the Madrassa to respect the roads, pavements and other users.

Your child will probably be quite tired when they get home if they are attending weekdays. It's a good idea for them to have their meal ready and encourage them to sleep early. Pupils ten years and over are expected to pray all their prayers so make sure they do not miss these.

Some younger children may start to get grumpy when they first start madrassa due to their tiredness. Don't worry! Just give them some reassurance and time to recover.

Pupils should read their Qaidah/Quran regularly at home. Please ensure that they make adequate time for this.

Your child will also have a Madrassa Diary. You must check and sign this regularly. Please write any message to the teacher in the diary.

Finally we request that you promote a good Islamic environment at home. When all adults at home pray, read Quran and avoid music and unsuitable programmes on TV, this can only be a good thing for the child and enhances what they are learning in Madrassa.





# Fees and Madrassa Rules

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The Madrassa fees must be paid on time. The Madrassa relies on this in order to operate. As well as wages, madrassa needs to pay for lighting, heating and governance cost, for example all of our staff are DBS checked. This cost money. They also receive “Safeguarding” training.

Parents must pay the fee on the due date. This fees have been fixed, regardless of any holiday taking place or if your child missed some days during that time. Non-payment of fees will result in your child losing a place in the madrassa.

Fees is charged on the basis of your child enrolment in Madrassa, if your child is absent for a longer period of time or do not attend the Madrassa classes for any other reason fees will still be due. The minimum period for the fees to be charged is one term (3 months), if you decide to take your child out of Madrassa after a month of him/her being enrolled, fees for one term will still be due.

## **Current fees:**

One-off Registration fee: £40 – then

	Weekday	Saturday
1 <sup>st</sup> week of September	£135	£60
1 <sup>st</sup> week of November	£135	£60
1 <sup>st</sup> week of February	£135	£60
1 <sup>st</sup> week of May	£135	£60

The madrassa has a number of rules and policies in place. We ask all parents to abide by these. Alhamdulillah we have a wonderful set of parents who are very supportive and we are sure you will be one of them. If you are not happy with something, please write this in your child’s diary or arrange to meet the Manager.

Teachers also following an agreed curriculum. It is the teacher who will decide how best to cover all topics. Please do support this.

The madrassa will not tolerate rude or aggressive behaviour towards any of its staff or volunteers.



# Communicating & Listening

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If you don't already talk to your child and ask them about their day, it's a good idea to start now as they will have lots to say about what they have done during the day, both at school and madrassa.

Your child's madrassa class teachers are very good at assessing the needs of children, however with approximately 20 children in the class and only less than two hours this is not always possible. Please do encourage your child to work with their teacher. If you have any issues please note this in your child's diary or arrange to come and see the Manager. Do take a serious interest in your child's work and friends.

Your child will need to develop their oral and social skills- speaking, listening and asking them questions is the best way to develop their learning.

Below are some ideas on how you can become more in touch with your child:

- ✚ *Listen and act upon your child's interests*
- ✚ *Consider his/her opinion on some matters*
- ✚ *When outdoors, ask them questions about what they see and hear*
- ✚ *Ask them to help you around the house*
- ✚ *Help them with homework that they may have received*

# Safeguarding our pupils

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The priority for our madrassa is to ensure all of our pupils are safe and happy. Safeguarding pupils means we look at their welfare and if they are not safe the madrassa has to take action to remedy this.

For this reason we ask for your co-operation when collecting your child. Make yourself known to the teacher rather than calling your child from afar.

The Madrassa will work with various agencies and will support parents to ensure our pupils are as safe as possible. May Allaah keep them this way always.

If you have any advice for the madrassa how we can improve please do let us know

## Parking

We urge all parents not to park on the High Road when collecting their child. There is a “No loading / unloading” restriction and by parking your car outside the madrassa creates a dangerous situation for all of our pupils.

# Code of Conduct for Parents and Carers

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- Be punctual in sending and collecting your child/ren from Madrassa.
- Set good routine for your child e.g. Sleeping routine and healthy eating.
- Making sure your child's hygiene is maintained e.g. Wearing clean clothes, nails clipped, using toilet and make wudu from home.
- Making sure your child has the books and stationery they need for class every day.
- Making sure the fees are paid on time. (For full fee schedule please see page 9)
- Inform the Madrassa of any changes e.g. health issues or appointments.
- Your child's diary must be signed and checked regularly
- If problems or issues arise, make sure to contact the manager or the head teacher.
- Encourage your child/ren to go over their lesson and practice their reading at home.



For more information on this handbook or our madrasa please contact us at:

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