



61 Leytonstone road, Stratford London E15 1JA
info@alshateri.com

AL EMAN ACADEMY

POLICIES

UNIFORM

- All students are encouraged to wear modest and loose clothing which covers the body. Appropriate and sensible footwear must be worn.
- Female students are encouraged to observe the Hijab
- Make up and jewellery is strictly prohibited

ATTENDANCE & LATE PROCEDURE

- It is imperative that all students attend on time, doors will open at 8:45am and closed at 9:15am
- Parents need to collect their children on time at the end of Madrasah. Parents who are over 15 minutes late will have to write the child's name and sign in the 'Late Log Book'. If a parent persists being late over 3 times in a row a £5.00 charge will be incurred.
- If your child is going to be late or absent, please call or text:
Leytonstone Branch:
Ilford Branch:
- If there is pattern in a student's absence or lateness, parents will receive a phone call from admin
- Parents must inform staff if their child is allowed to leave Madrasah on their own

DISCIPLINARY PROCEDURE

- Students are prohibited from using a mobile phone or other gadgets during Madrasah hours and can only be used at home time. Mobile phones need to be on silent during Madrasah hours.
- Students must dress appropriately for Madrasah
- They must complete homework set by their teachers
- All students need to respect the staff and students
- If a child misbehaves then they will first receive a verbal warning which will be followed by a written message to parents and then a phone call

HEALTH AND SAFETY

- There will be a First Aider present at the Madrasah at all times
- Parents need to provide their children with a packed lunch as lunch is not provided.
- The packed lunch must include a bottle of water and a healthy and nutritious lunch is encouraged.

FEEES AND REFUND POLICY

- Once your child is registered, full fees are required for the entire academic year. Fees can be paid in two instalments where the first instalment is paid during registration and the second instalment is to be paid by February.
- Refunds will be given in the circumstance where the payment is given and the school has not begun the academic year.
- Signing this contract will mean you agree with all the above. A child cannot attend without parents signing the contract.

Student's name:

Parents name:

Sign:

Address:

Post code: