

Terms and conditions

Uniform

Girls under 10 are to wear selwar kameez & white headscarves.

Girls over the age of 10 are to wear a hijab & white headscarves.

Boys to wear a thoub and a cap.

Boys are not allowed to wear jewellery or have hairstyles that are prohibited in Islam (partially shaving the head).

Children must bring daily

A water bottle

Small snack for break time (In order to promote healthy eating please do not bring junk food – sweets, crisps, chocolates and fizzy drinks)

Arabic Reading book (Ahsan ul Qawaid, Juz Amma or Qur'an) Arabic Language text book, writing paper, pencil & colouring materials

Islamic Studies text book and School Dua books A book bag to keep everything together

Children must preferably use the bathroom and make wudu at home before they come to class.

Attendance

If your child is going to be late or absent please send a text message.

Late Procedures

The school doors open 10 minutes before the start of each session.

Children who arrive after class has started will be marked late. Parents will not be allowed in class.

Children who are late are asked to enter the class quietly and to respect the fact that the class has begun and will need to continue without interruption.

If lateness persists pupils will have disciplinary procedures implemented on them and they may eventually be permanently excluded.

Child pick up policy

Parents should walk to school whenever possible. Parents should park their cars safely and legally without causing inconvenience to other users and residents.

Break time

All classes have a 10 - 15 minute break. Children may bring a snack to have at breaks. In order to promote healthy eating please do not bring junk food – sweets, crisps, chocolates and fizzy drinks.

Homework

Parents must be aware of the homework set for children by reading the Student Diary. Please ensure that all homework is completed. If you have any concerns please speak to the head teacher.

Weekend Homework Guide

Children in Ahsanul Qaida class (Level 1) are recommended to do 10 minutes homework daily.

Children in Level 2 and upwards should study a minimum of 20 minutes daily.

Exams

Children are tested on all subjects at the end of each term. There are three terms in a year. A written report is prepared at the end of each term. Dates for the exams are published in the school calendar.

Holidays

There are various holiday breaks that have been planned throughout the year. Written reminders of dates will be given prior to these breaks.

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Gender segregation

All girls are taught by female teachers and after the age of 11 are segregated to single sex classes.

Feedback

As part of our continued effort to improve our services to the community, all ideas and suggestions for future improvements or any other matters are welcome by parents.

This can be by writing to us at the school addressed to the Manager and handed at reception. You can also email us at info@taleeminstitute.co.uk

Admission Fee

A £45.00 non-refundable registration fee will be charged for administration costs. This is only paid once. Students who have left Taleem and then wish to return will have to pay the admission fee again.

How to pay

Payments are due at the start of each cycle and can be made by cash or Bank transfer. Please write clearly the name of the child at the back of the cheque in the name of Taleem or the child's name in the reference for bank transfer. Please collect a receipt for cash payments.

If you wish to pay a regular standing order direct to our bank please take details from our administrator.

Letters, text messages, emails and phone calls will be issued to remind parents who may have forgotten.

Eid & Bank Holidays

Taleem Weekday School is closed on all bank holidays and Eid related days. Full fees are due on those days.

Procedure on leaving Taleem

Guardians should give the school a four week notice if they decide to withdraw their

children from studying at Taleem and complete a leaving form.

Fees during pupil absence

If students are absent and fees are unpaid they will be excluded after 4 weeks.

If students are away on a planned holiday fees must be paid in advance before going away or the student will be excluded.

Students will have to pay their fees even if they are absent. This could be due to illness or if the children are away on family holidays. There are no refunds or discounts during absences.

Fees policy during non-teaching activities

Full fees are due if regular classes are replaced by an activity considered important for the children's education for example meeting parents to discuss the progress of the children or a school conference/event.