

IMPORTANT NOTICE

Children leaving early, coming late / absent.

This notice is regarding children who come late to Madrasa, leave early and have regular absence patterns. To date we have been very lenient, allowing pupils to come late, leave early etc.

Over the last few months this flexibility has made matters escalate, where not only are many pupils coming late/leaving early/absent, there is severe disruption and disturbance on several fronts, including:

- Classroom environment disrupted.
- Teaching and learning disrupted.
- Other children being disturbed.
- Office staff constantly inconvenienced.
- An “agreed” late of 10 minutes has spiralled into a late of over 20-30 minutes.
- Absent pupils gradually falling behind / losing interest.

Management have looked at this problem carefully, and we have determined that 90% of all lates/leaving early/absences are due to: *either sports activities, or in a small number of cases, booster lessons for pupils who may need extra support in school.*

As far as the latter is concerned, we will continue to allow pupils to come late, **as long as parents submit a letter from the school.** As such lessons are immediately after school, this will only apply to pupils of Session One (4.25pm). Private tuitions etc are excluded, as this can be arranged on weekends etc.

As far as sports activities are concerned, **pupils will not be allowed to come late/leave early or take days off.** This will be a blanket policy, with no exceptions whatsoever. **The policy will be as follows:**

1. *From Monday 4th September 2017 we will not entertain any requests of coming late / leaving early / absences.*
2. Office staff will not call out your child, thus do not embarrass yourself by asking. Doors will remain locked till 6pm and 7.45pm.

3. Teachers will also not allow pupils to leave early. Late patterns will be monitored, and *similar to school policy, late comers will undergo detention (usually on the same day)*.
4. The Madrasa is giving several months notice to all parents (this letter has been given out since May to all late comers / early leavers etc); therefore please consider this matter carefully and if you need to you can make a request to change your child's session thus allowing your child to take part in various sports activities (session changes are obviously subject to spaces being available).
5. Session One pupils must only attend activities that start AFTER 6.20pm. Session Two children must only attend activities that will finish by 5.20pm. This will allow getting from one destination to another safely and without rushing.
6. The "odd" occasion once a year is tolerable (school attendance etc), and we will allow this. However you must email in advance and not turn up without any notification.

Please also note / consider the following:

1. Your child only has 1.5 hours of Madrasa per day. It must be your priority that this time is not compromised whatsoever.
2. In today's environment, attending Madrasa and learning about Deen must be our utmost priority. It should take precedence over sporting activities which can easily be carried out on weekends / other times.
3. If parents have a "casual" approach to Madrasa and Islamic Education, then children will develop similar habits. The result will be a generation that has no link with their Deen.
4. A number of children are attending numerous sporting and/or other activities that they are physically and mentally becoming exhausted. Parents must adopt a realistic approach and ensure there is a balance.
5. Another unfortunate consequence of this problem is that sadly, we have experienced children telling untruths regarding the reason of coming late / leaving early / absence. Such bad habits slowly lead to deterioration in other morals and manners, thus this must be avoided at all times.

Concluding, we are giving advance notice to all parents, so that you can make alternative arrangements. We request your full cooperation and understanding in this matter, and make Dua that we all remain steadfast on our Iman and Deen. Ameen.

Updated: 04.09.17