



## **QMT SCHOOL TERMS AND CONDITIONS**

1. **ELIGIBILITY:** The school is open to boys and girls. There is a separate boys and girls section. Children must be 5 years or above. Children below this age may be considered at the sole discretion of the Trustees and subject to such terms as they may deem necessary.

In order to be considered for admission, parents/guardians must complete and sign the QMT School Admission Form.

A child may be offered a place at the sole discretion of the Trustees and subject to such terms and they may consider necessary. If a place is not available then the child may be placed on the waiting list.

2. **SYLLABUS:** Children are taught Qur'an, Islamic Studies, and other subjects in line with the syllabus set out in the Safar Academy Book series or as determined by the Trustees from time to time.
3. **TERM DATES:** Details of the current term dates are as stated in the document "School Term Dates and Fees", which is available from the QMT website. The school will be closed for Eid, Ramadan and any other Islamic or public holidays which fall during the school term dates.
4. **SCHOOL TIMES AND ATTENDANCE:** The QMT weekday evening school is open Monday to Thursday, from 5 p.m. to 6:30 p.m., during term dates.

The QMT Saturday school is open on Saturday from 10 a.m. to 2 p.m., during term dates.

5. Students must be punctual and regularly attend school.
6. The school should be informed of any absences. Failure to comply could result in a child losing their place in the school.
7. **FEES:** For details about the school fees for the current academic year, please see the notice entitled: "School Term Dates and Fees" which is available from on the QMT website. This also gives details the QMT bank account, what you need to do and what may happen if you do not pay or pay late.
8. Fees may change at any time in the future and you will be informed of any change in advance.
9. Failure to pay the fees or on time may lead to your child(ren) losing their place in the school.
10. **DROP OFF AND COLLECTION OF CHILDREN AT SCHOOL:** Parents/guardians must drop off and collect their child(ren) under the age of 12 from the respective boys/girl's entrance door of the centre. Children over 12 are allowed to come and go on their own or if they are under 12 if accompanied by a sibling who is 12 or above.
11. Children will not be allowed to leave the centre until a parent/guardian come to collect them at the door.
12. Staff shall not be allowed to escort any child to waiting cars or monitor children on the pavement. This is the parent's responsibility.
13. **PENALTY FOR LATE COLLECTION:** Children must be collected on time. Children collected 10 minutes (or later) after the end of school will be considered as "late collection". If there are 2 or more instances of late collection or any collection is 15 after the end of school then the parents will be required to pay £1 for every minute they are late. This sum will be used towards running of the school and encourage punctuality.
14. **BEHAVIOUR AND DRESS CODE:** All students are expected to be well behaved, punctual and follow the etiquettes of the school and Masjid. Where a child is not, then the head of the relevant section of the school will inform the parent/guardian. In persistent or serious cases, the head of the relevant section of the school, in consultation with the Trustees, may take such action as they deem appropriate, including without limitation permanent exclusion.
15. Children must dress modestly in attendance.
16. It is compulsory for all students to observe one of the prayers in the Masjid.
17. **POLICIES AND PROCEDURES:** Parents/guardians agree to comply with all the policies and procedures of QMT, including without limitation the policy regarding drop off and picking up children, parking policy, anti-abuse policy, fire safety policy etc. In the event that any parent/guardian does not then then the Trustees with the Trustees may take such action as they deem appropriate, including without limitation permanent exclusion of their child(ren) from the school.
18. **PARKING: YOU MUST NOT PARK IN FRONT OF THE MASJID UNDER ANY CIRCUMSTANCES.** You must park in the QMT car park or adjacent car parks.
19. **EXCLUSION:** A child may be excluded (temporarily or permanently) from the school if in the opinion of the Trustees there has been a breach of these terms and conditions and/or for such other reasons as the Trustees may in their sole discretion deem appropriate at any time.
20. **COMPLAINT PROCEDURE:** All complaints or suggestions should in the first instance be made either in person or in writing to the relevant head of the boys or girls section. If this does not resolve the matter to your satisfaction then you may write to the QMT trustee in charge of the school giving full details of your complaint. The trustee will endeavour to respond to you as soon as reasonably practicable.
21. These T&C, term dates and fees may be varied and amended at any time. Copies of the latest T&C are available on the QMT website.