

Assalamu Alaykum,

Dear Parent(s)/Guardian(s),

VERY IMPORTANT: Please read this letter and all attached documents thoroughly:

We have given you this letter and attached documents to improve service, records, safety, and the financial circumstances of the school.

Payments:

Please pay all outstanding fees to the new Madrassah bank account immediately. All monthly fees should be paid into the bank account below via standing order/recurring payment.

We require these funds to run the Madrassah.

Sort Code: 40-47-31 | Account Number: 81358863 | Bank: HSBC

Account Name: The United Kingdom Islamic Mission

The above account is dedicated exclusively to the Madrassah and your child's education. Please do not pay Madrassah fees into the regular Mosque donation account.

We will also be giving you a unique reference code so that we can track fee payments.

Your personal reference code is: _____

You should put this code in the reference section of your bank transfer or standing order. In order to ensure we have a better control of finances, please set up a monthly standing order for your children's fees as soon as possible. If you do not use your reference code we will assume you have not paid your fees, so please keep record of your code below.

Failure to pay your fees regularly means that the Madrassah cannot buy the books and resources your child needs to study. Presently, only around 50% of children registered are paying fees. Historically, **we have been placed in situations where we have struggled to pay our staff** on time and have had to chase outstanding payments to ensure payments have been made. Therefore please help reduce time wasted chasing fees by paying on time and in full. If this is not possible please contact the Madrassah team and we will attempt to arrange alternative procedures amenable to your personal financial circumstances.

Monthly fees

Monthly fees are as follows:

- £20 for an individual child attending the Madrassah,
- £30 for two children (i.e., £15 per child),
- £45 for three or more children (i.e., £15, or less per child depending).

We encourage you to bring all of your children to the Madrassah, provided they are older than 6 years of age, are toilet trained and are well behaved. We encourage children to remain in Madrassah until they are at least 16.

Rules, Behaviour, and Health & Safety:

For Parents:

- As is the expectation in schools, parents should bring their children a few minutes before the start of each scheduled class and pick up their children on time at the end of each class. So often, teachers stay over half an hour over their agreed time waiting for parents to pick up their children. We cannot sustain this abuse of goodwill. **Therefore, the Madrassah reserves the right to fine persistent late offenders.**
- We encourage parents to help children with their revision as this will help you and your children with enhancing your and their knowledge.
- Leave/Absence must be authorised by your child's teacher and the Madrassah should be contacted if your child is ill.
- Children should attend the Madrassah for each of the scheduled 4 classes a week
- Parents will be contacted for persistently absent children
- If a child does not attend the Madrassah for a month without prior notice from the parent, the child will be removed from the register and must re-register before attending again (at a cost of £15 per child). It is possible that they may be put on a waiting list until a space becomes available
- Class sizes will be limited in size (for the benefit of effective education), therefore registration does not entail automatic enrolment into a class.

For Children:

- Children are expected to wear Islamic dress as according to the Sunnah of the Prophet (SAW). Please keep in mind your child will be praying at the Mosque.
- Children are expected to have good behaviour, and to follow the instructions of their teacher.
- Children are expected to engage with their peers respectfully, and non-violently – bullying as well as disruptive, abusive and disrespectful behaviour is unacceptable and can lead to detentions, exclusions or your child being expelled from the Madrassah.
- Toys of any variety should not be brought to the Madrassah, and Mobile Phones must not be used in class without prior permission of the teacher.
- Please provide a bottle of water for your child to drink during classes. The bottle should be made from hard plastic, in good condition, and not be prone to leakage.

The Madrassah reserves the right to resolve disputes between children that occur on the Mosque grounds, and will involve relevant parents if necessary. The Madrassah however does not accept any liability for any accidents, injury or loss of property in and around the premises, or on extra-curricular activities.

If your child has an allergy, or any medical requirements whatsoever you must make the Madrassah aware of it so that we can afford your child the best care possible. Our staff are first-aid trained, however if your child requires an inhaler, epi-pen, or any other regular or emergency medication then the child must bring it with them to the Madrassah. The child

should be made aware of how to use their medication. The Madrassah can store medication so that it is on hand during an emergency. Please contact us and provide us with the necessary medication if you wish the Madrassah to store it for emergencies.

Required Materials:

1. Qaidah/ Qur'an – 1st book free, replacement cost may vary
2. **Book of 40 Hadith – £3 each**
3. **Islamic Studies (Exercise Book) – £8 each**
4. **Studies in Islam (Textbook) – £3.50 each**
5. **[Discount if items 2-4 bought together – £13]**
6. Notebook & Pen – Can be bought from Madrassah if you cannot find your own, however should be available at any supermarket.

All these books are necessary to teach the curriculum and prepare students for exams. Lack of materials will disrupt group teaching and hinder your child's progress.

Attendance:

Attendance will be measured on a termly basis, and parents will be contacted for unsatisfactory attendance by their children. Lack of attendance will disrupt group teaching and hinder your child's progress, therefore please try to bring them as often as possible.

GDPR, Data Protection, and Privacy Notice:

The following section outlines the GDPR (General Data Protection Regulation) policy of the Madrassah, this concerns the usage of data, its collection, and storage.

The information you provide us will be held by the York Mosque Madrassah in accordance with the General Data Protection Regulation (GDPR). Your information is being collected with your consent in order to provide you or your children with pupil learning. The York Mosque Madrassah will not share your information with any other organisation. Information about you or your or child will be held for up to 6 years after your child's 16th birthday. You may withdraw your consent for the processing of your information at any time by contacting contact@yorkmosque.com

You also have a right to complain, object to or access the information that is held and processed about you. Please contact our office to discuss any of the above requests.

Why do we collect and use information?

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Any relevant medical information
- Special educational needs
- Exclusions and behavioural information
- Assessment information
- Post 16 learning information
- Attendance information (such as sessions attended, number of absences and absence reasons).

Collecting information:

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Occasionally, we may take photographs of the children at our school. We use these images as part of our school displays and sometimes in other printed publications. We will also use them on website, and social media accounts. You may opt out of having your child(ren)'s picture taken for these purposes.

We may, from time to time, send you information which we believe may be of interest to you, such as details of our products and services; newsletters, updates and special offers and invitations to our events letter or text. We do not share student details with any one.

Storing pupil data:

We hold pupil data for up to 6 years following a student's last entry which would be when they reach 22 years of age.

Requesting access to your personal data:

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact:

contact@yorkmosque.com

You have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Accessing, Updating, or Deleting User Content and Your Personal Information:

You may access, update, or delete your personal information by contacting us at contact@yorkmosque.com

We will make good faith efforts to resolve requests to correct inaccurate information except where the request is unreasonable; requires disproportionate technical effort or expense, jeopardises the privacy of others, or would be impractical.

Contact:

If you would like to discuss anything in this GDPR, Data Protection, and Privacy Notice, please contact: contact@yorkmosque.com