

MADRASA TIMINGS, ATTENDANCE & FEES

MADRASA TIMINGS

Madrasa is open from Monday to Friday at the following times:

- Maktab Class: 4.30pm to 6.00pm (Session 1)
 - Maktab Class: 6.00pm to 7.30pm (Session 2)
 - Hifz Class: 4.30pm to 7.30pm
 - Alimah Class: 5.00pm to 8.00pm (Mon to Thurs)
- Please ensure that your child arrives at the Madrasa in good time.
 - Parents are requested not to have football training and after-school activities (weddings, shopping etc.) during Madrasa times as this will seriously hold back your child's progress.
 - Madrasa holidays coincide with school holidays, therefore please ensure you plan your holidays within these dates.

ATTENDANCE AND ABSENCES

Regular attendance at Madrasa is of utmost importance for the child. Regular absences hinders the progress and development of a child.

All absences must be notified and agreed in advance. This will enable effective monitoring. If your child is constantly late or absent, the parent/carer will be called to the Madrasa to resolve the issue.

Students who remain absent from Madrasa for more than a quarter of the total academic days will have their place at Madrasa automatically cancelled at the end of the academic year.

MADRASA FEES 2018 - 2019

Annual Admission Fee: £25.00 per student to be paid on date of admission or the first day of the new academic year. This includes the cost of books and Student Planners (not Qur'ans, Madrasa bags, Alimah Class Kitabs or replacement books).

Madrasa Fees: Maktab Class: £275.00 - Hifz Class: £375.00 - Alimah Class: 375.00

Class	Annual Fee	Madrasa Fees	Total to Pay
Maktab	£25.00	£275.00	£300.00
Hifz	£25.00	£375.00	£400.00
Alimah	£25.00	£375.00	£400.00

There are a number of ways fees can be paid:

- The full amount by cheque made payable to: 'Madina Academy'.
- By Direct Debit, please collect a Standing Order Mandate from the office.
- By Cash, 4 payments on the following dates:

Payment	Date	Maktab	Hifz	Alimah
Annual Fee	Admission Day or 05/09/2018	£25.00	£25.00	£25.00
1	Monday 10 September 2018	£50.00	£75.00	£75.00
2	Monday 3 December 2018	£75.00	£100.00	£100.00
3	Monday 4 March 2019	£75.00	£100.00	£100.00
4	Tuesday 7 May 2019	£75.00	£100.00	£100.00
		£300.00	£400.00	£400.00

- Madrasa Fees are heavily subsidised by Madina Academy. The Madrasa fees paid by parents are "typically" 50% of the actual cost involved per child. The remaining is raised from donations, fundraising events and support from the general public.
- Please ensure fees are paid on time to avoid the need to send out reminder letters.