

# MADRASA TIMINGS, ATTENDANCE & FEES

Assalamualaykum

All pupils & parents of Madina Academy are reminded of the following:

## 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 7.00pm

- Please ensure that your child arrives at Madrasa in good time.
- Parents are reminded not to enroll pupils in after-school activities 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 hinder the progress and development of a child.

All absences must be notified and agreed to 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.

## BOOKS & KITABS

Madrasa will provide Qaidah, Amma, Kitabs and Student Planners (not Qur'ans, Writing books, bags or replacement kitabs).

## MADRASA FEES 2023-2024

Maktab Class: £400.00 - Hifz Class: £525.00

There are several ways fees can be paid:

- The full amount by cash or a cheque made payable to: 'Madina Academy'.
- By Cash, 3 payments on the below dates.
- Set-up a monthly Direct Debit, consisting of 8 payments.

Payment will be as follows:

Payment	Date Of Payment	Maktab Class	Hifz Class
1	Monday 9 September 2024	£150.00	£175.00
2	Monday 6 January 2025	£125.00	£175.00
3	Wednesday 2 April 2025	£125.00	£175.00

- 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.
- If a child leaves Madrasa during the academic year, they will be liable to pay fees for the remainder of that term.
- Please ensure fees are paid on time to avoid the need to send out reminder letters.