



YORK STREET

M A S J I D

York Street Masjid Madrassah Policies

Approved by:

Aftab Hussain

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Social Media Policy

This social media Policy is designed to provide guidelines for the responsible use of social media platforms such as WhatsApp and Facebook by YSM madrassah. Official social media platforms such as WhatsApp and Facebook will be primarily used to communicate with and update parents about YSM Madrassah's activities and events.

Occasionally photos and videos will be taken of Madrassah students and shared on official YSM Social Media platforms to showcase its activities to a wider audience. If parents/guardians do not consent to images/videos being taken and/or shared of their children, it is their responsibility to inform YSM management in person or writing.

Walking Home Alone Policy

This policy is devised for the general health and safety of children. Parents/guardians who wish their child to walk home unescorted by an adult at the end of the Madrassah must adhere to the following guidelines:

- Parents must inform YSM Madrassah that they give permission for the child to walk home alone once their madrassah has finished.
- Only children aged 12 or above are permitted to walk home alone.
- There should be someone at home to meet the child on their arrival.
- Journeys must not exceed 30 minutes. Any journey exceeding 30 minutes is not considered appropriate for a child to walk alone.
- If the child does not arrive home within a reasonable time, immediate notification to the relevant authorities/emergency services and the Madrassah must be made.
- It is the parents/guardian's responsibility to check the route that the child may take in order to assess the appropriateness of the journey. Crossing of fast roads, walking through secluded areas is to be discouraged. A single route must be agreed.

Uniform Policy

Male

All male students are expected to wear a white hat and white thobe. Outer clothing such as jackets must be removed upon entering the madrassah unless the temperature inside the madrassah does not permit this.

Female

All female students are expected to wear a black hijab and abayah. Outer clothing such as jackets must be removed upon entering the madrassah unless the temperature inside the madrassah does not permit this.

Attendance and punctuality policy

Parents/guardians must drop off the students **inside** the madrassah a minimum of 5 minutes before their class start time. Parents/guardians must be present **inside** the masjid to collect the child when the class is dismissed unless it has been agreed for the child to walk home alone.

If a child is unable to attend the madrassah for any reason, YSM Madrassah must be informed by messaging the Madrassah WhatsApp group. Parents/guardians must ensure the child comes to the madrassah wearing the correct uniform, have their madrassah bag, books, a pen and be in the correct mental and emotional state to study.

Behaviour policy

YSM Madrassah expects exemplary behaviour, which is in line with our Islamic principles, from its students. However, when a student's behaviour falls below our expectations, YSM madrassah teachers will respond in order to restore a calm and safe learning environment, and to prevent recurrence of misbehaviour.

In most cases, the following procedure will be followed:

1. If a child disrupts a lesson, they will be issued with a warning – informing the child their behaviour is unacceptable.
2. If the child continues to disrupt the lesson, they will be asked to move seats or room.
3. If the child disrupts the lesson again, they will be removed from the class until the end of the lesson. Parents/guardians will be messaged via WhatsApp to inform them of the child's disruptive behaviour.
4. If parents/guardians are contacted twice within the same week regarding the child's disruptive behaviour, the child will be suspended from the madrassah for a period of 2 days. After 2 suspensions from the madrassah, the third within a 12-month period will be permanent and the student will no longer be allowed to return to YSM madrassah.

Depending on the seriousness of a student's misbehaviour a teacher may bypass some of the above steps.

More serious circumstances such as physical violence or illegal substances brought onto the premises may result in an instant permanent suspension. In this case, personal circumstances of the student will be taken into account when choosing sanctions and decisions will be made on a case-by-case basis. Parents/guardians will have the opportunity to appeal the decision.

Complaints policy

Many issues can be resolved informally, without the need to use the formal stages of the complaint's procedure. In the first instance concerns should be raised with either the class teacher or YSM Madrassah management. If the issue remains unresolved, the next step is to make a formal complaint.

Complaints must be raised within 2 weeks of the incident or, where a series of associated incidents have occurred, within 2 weeks of the last of these incidents. YSM Madrassah will consider complaints made outside of this time frame only if exceptional circumstances apply.

Stage 1	Informal discussion between YSM Madrassah management and the class teacher and/or others involved. If dissatisfied with the outcome, progress to stage 2.	Within 7 days
Stage 2	Formal complaint made in writing to the YSM Madrassah management using the YSM Madrassah complaints form. Formal meeting with all those involved in the complaint and a written confirmation of the decision is given to the complainant. If dissatisfied with the outcome, progress to stage 3.	Within 14 days
Stage 3	Whole committee hearing. All involved in the complaint interviewed and all evidence reviewed. A final decision is made, and a written confirmation of the decision is given to the complainant.	Within 21 days

Fees

The non-refundable Registration fee is £30 and includes an enrolment test, a madrassah bag, the relevant reading book, an Islamic studies book and a notebook.

Madrassah fees can be paid annually or monthly. Annual fees must be paid at the time of enrolment and will receive a total discount of £30. Monthly fees must be paid in full on the 1st of each month via standing order to the YSM bank account.

All students are expected to stay with the madrassah for a **minimum** of 1 year. If a student leaves the madrassah, they will be placed at the end of the waiting list should they wish to re-join the madrassah. Any fees paid for the student will **not** be refunded.