Jamia Al-Hudaa

An Islamic Residential Dar-ul-Uloom for Girls

Ref: 2023/2024

Dear Parent/Carer(s)

السّلامُ عليكم ورحمةُ الله وبركاتُه

I hope this letter reaches you in the best of health and Imaan, Ameen.
Let us start by thanking you for your interest in Jamia Al-Hudaa. This is our 27th year of running the Jamia, by the grace of Allah (swt) and with your kind support we are progressing well Alhamdulillah. Your cooperation and support are very much appreciated.

We are pleased to inform you that **your daughter** passed the entry test and has been offered **Provisional Admission** to the **Aalimah Course** for the 2023/24 academic year. This offer is subject to a **Four Week Trial Period** during which behaviour, educational progress and settling into the unique environment will be assessed. The trial period may be extended if appropriate. This offer is also subject to the full payment of at least the first instalment of the parental contributions due before admission.

Below is a table showing the contributions for your daughter. On average, the annual cost per student is estimated between **£6,500 – £7000**. Costs in food, utilities have increased over the years along with the staff salaries in line with the national standards. As a result, Jamia has been struggling to make the shortfall of the parental contributions. This has put a great burden on the institute to the extent that loans have had to be taken to meet this shortfall and to continue with the running of Jamia.
In addition, some of this shortfall is made up of Zakaat money that Jamia receives.

We fully understand that some parents are not able to make up this shortfall. However, there are some parents who can contribute more or even fully the cost of one student's education. We are humbly requesting parents if they can contribute more to this noble cause. We have tried to simplify the contributions for a range of peoples' financial situations as best as we can and hope that we can work together for the betterment of our Jamia and its students.

16+ Day £2,150 - £3,200
Jamia Al-Hudaa will assume that all parental contributions are on the Category A band unless parents provide proof of household income that shows otherwise for Category B or C.

Annual Total	Category C £2,150	Category B £2,700	Category A £3,200
1st instalment (due before 01/09/23)	£750	£900	£1,100
2nd instalment (due before 01/01/24)	£700	£900	£1,100
3rd instalment (due before 01/04/24)	£700	£900	£1,000

As you can see the tables above have been split into 3 categories.
Below is what we feel is an appropriate guideline for each category:
Category A – Parents whose total household income is more than £30,000
Category B – Parents whose total household income is more than £20,000 and up to £30,000
Category C – Parents whose total household income is up to £20,000

Forest House, Berkeley Avenue, Mapperley Park, Nottingham, NG3 5TT, UK
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We are also humbly requesting that you give your Zakaat and donations to Jamia. Jamia relies on your support all the time and we would ask you to encourage your friends and family to support Jamia by giving their Zakaat and donations.

Jamia's syllabus is a complete curriculum and all the books used are provided by Jamia. Therefore, students are not permitted to bring any other books to Jamia, ideas or practices which are contrary to the teachings and practices of Jamia.

Books will be distributed to all students during the first week at Jamia and therefore, it is crucial that they are paid for so that your daughter can use them straight away. Any delay to purchase books will hinder your daughter's education as they will not be given out until payment has been made. We are sure that you will support us to support your daughter's education.

Please also ensure that your daughter also brings the following stationary items:

1. Maths Sets
2. Scientific Calculator
3. English Dictionary/Thesaurus (to be bought separately)
4. 2 x Lever Arch files (English and Maths)
5. 1 x A4 ring binder
6. A4 lined paper with margins
7. Pens, Pencils, and Colouring pencils

These are required for the relevant lessons and failure to bring the relevant stationary will hinder your daughter's learning.

Items required for Day Students for Lunch at Jamia:

- Superior quality plastic bowl and flat plate & hot drink mug (BPA free and Microwave safe)
- Set of Spoon, fork, and butter knife to use during mealtimes / teatime

Please see below **"Offer Acceptance Section"** for further details on payment of Parental Contributions. Please return the **"Offer Acceptance Form", "Acceptable Use Agreement"** & the **''GDPR (General Data Protection Regulation) Consent Form''** no later than **Friday 2nd June 2023.**

Please select an appropriate option and choose to pay either full parental contribution **or** by three instalments from Offer Acceptance Form (attached). Please arrange the payments for parental contributions, books, electrical appliances contribution and key deposit no later than **Friday 16th June 2023.**

The offer is also subject to us receiving the "**Medical Form**", if it was not sent with the application form.
If you have any other queries, please feel free to contact me on 0115 969 0800.

Jazaakumullah Khairan.
Yours sincerely,

(Molana) Amaar Sajjad
Admin

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OFFER ACCEPTANCE FORM

Re: 2023/2024

This is to confirm that we have accepted admission offer from Jamia Al-Hudaa, for our daughter to the **3-year Aalimah Course** commencing **September 2023**. We understand the cost of provision for every student is subsidised by charity funds allocated to them specifically studying to become an Aalimah and completing their Aalimah course at Jamia Al-Hudaa.

16+ Day £2,150 - £3,200
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Annual Total	Category C £2,150	Category B £2,700	Category A £3,200
1st instalment (due before 01/09/23)	£750	£900	£1,100
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3rd instalment (due before 01/04/24)	£700	£900	£1,000

Other Contributions which are taken on an Annual Basis			
Books	£140		

Please select which Category/Band is applicable to you;

Annual Total	Category C £3,200	Category B £3,600	Category A £4,700
Tick (☑) as appropriate			

Please select if you will pay annually or in 3 instalments:

Annual Total	Annual One Payment	Instalments Three Payments
Tick (☑) as appropriate		

Notes!

- *A £10 Administration charge will occur if you are sent more than one parental contribution reminders.*
- *In the event of students being withdrawn by parents or permanently excluded after the four-week trial period for whatever reason, **no refund of parental contributions will be given**. The remaining parental contributions for the period will also be due from students, parents or guardians.*
- **Jamia Al-Hudaa will assume that all parental contributions are on the Category A band unless parents provide proof of household income that shows otherwise for Category B or C.**

Applicant Name			
Signed by Parent			
Print Name		**Date**	

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JAMIA AL-HUDAA

ACCEPTABLE USE AGREEMENT
(Student/Parent)

This form relates to the student Acceptable Use Agreement, which is available on the following link:

Jamia Al-Hudaa Students E-Safety Page

Please complete the sections below to show that you have read, understood, and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to Jamia's ICT systems.
I have read and understand the above and agree to follow these guidelines when:

- I use Jamia Al-Hudaa's systems and devices (both in and out of Jamia)
- I use my own devices in Jamia Al-Hudaa (when allowed) e.g., mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of Jamia Al-Hudaa in a way that is related to me being a member of the Jamia e.g., communicating with other members of the Jamia, accessing email, VLE, website etc.

Name of Student (PRINT)			
Class			
Signed by Student		Date	
Signed by Parent		Date	

Please detach this page and hand it to Admin office.

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Parental Consent Form

Pupil	
Name	
Year	
Class	

Parent/Carer	
Name	
Relationship to pupil	
Address	
Phone	
Mobile	
Email	

Please indicate whether you have given your consent in each case by ticking the box on the right-hand side; and sign and date the form on the last page.

On-site activities

I give my permission for my child to:

Use the internet in line with the Jamia's acceptable use agreement	
Take part in food preparation/cooking and tasting activities	
Fast during the month of Ramadan	

Please outline any food allergies/specific dietary requirements:

……

……

Medical Consent

I give my permission for:

My child to be given first aid by a trained member of staff during any on-site or off-site activity	
My child to receive urgent dental, medical or surgical treatment, including anaesthetics, as may be considered necessary by the medical authorities present, during any on-site or off-site activity	
My child's information to be shared with the NHS and other relevant health professionals	
Medical information to be shared with Jamia staff such as supervisors and kitchen staff	
Staff to administer the medicines as specified on signed medication forms or other medicines including non-prescription and homely remedies	

Off-site activities

I give my permission for my child to take part in:

Supervised visits/sports events to local destinations (within 5 miles) away from the school site	
Supervised one-day non-residential visits within the UK	

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Emergency release/Mahram

I give my consent for my child to be released to the following person(s)

in the event of emergency or illness, if I cannot be contacted	
for the purpose of transport/returning home from the school etc.	

Person 1	
Name	
Address	
Relationship to pupil	
Contact number	

Person 2	
Name	
Address	
Relationship to pupil	
Contact number	

Person 3	
Name	
Address	
Relationship to pupil	
Contact number	

Please request additional form if you would like to add any more contact persons for this section. Our online form version has option to provide up to 4 contacts,

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Use of information and image (including photographs and video recordings)

I give my permission for my child's:

Voice or video recording for assessment purposes such as GCSE English Language and Arabic etc.	
Video recording on Jamia CCTV systems for safety and security reasons (For staff use only)	
Photos/videos to be shown for regulatory requirements to officials from Ofsted or any other inspection	
Named work to be displayed around the school on wall displays	

Communication

I give my permission for the Jamia to contact me via:

Phone	
Email	
Text message	

The information in this form will be used throughout your daughter's time at Jamia.

You may withdraw your consent at any time by contacting the Jamia.

Please sign and date the form before returning it to the office.

Signed: .....

Date: .....

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HOME & JAMIA AGREEMENT

1.1 PARENTS/GUARDIANS

I/We shall:

- Ensure that my daughter attends all learning sessions on time, and I/we will explain to the Jamia in writing when my daughter has been absent and on the first morning I/we will telephone the Jamia Office and/or email secretary@jamiaalhudaa.com.
- Inform the Jamia of any concerns regarding my daughter's progress or behaviour.
- Make every effort to ensure that my daughter attends Jamia wearing the agreed Jamia uniform and with all the appropriate equipment required for the day ahead.
- Support my daughter with any homework she has been set.
- Inform the Jamia of any changes in home circumstances, emergency contact numbers, or medical conditions affecting my daughter.
- Where possible, attend Parents' Consultation Meetings, and any discussions about my daughter's progress and any targets that may have been set.
- Support all Jamia's policies.
- Get to know about my daughter's life at the Jamia and support extra-curricular activities and Jamia events.
- Ensure that my daughter follows Islamic values and practices in her daily life.

1.2 JAMIA AL-HUDAA

The Jamia will:

- Care for your daughter and make every effort to ensure her happiness.
- Encourage your daughter to be caring and responsible towards other students and staff of all ethnic origins.
- Treat your daughter fairly and give a clear understanding of acceptable behaviour.
- Ensure that your daughter is taught and encouraged to achieve their full potential.
- Teach your daughter the Islamic Sciences/National Curriculum and offer the experience of a range of extra-curricular activities.
- Send home reports to keep you informed about your daughter's progress.
- Set, mark and monitor homework and assignments according to Jamia's assessment policy.
- Arrange Parents' Consultation Meetings during which your daughter's progress will be discussed.
- Keep you informed about Jamia activities and dedicated events through Newsletters and via the Jamia web site – http://www.jamiaalhudaa.com
- Inform you, at the earliest opportunity, of any concerns regarding behaviour and academic progress.
- Maintain a friendly atmosphere, which encourages you to become involved in the life and work of the Jamia.

1.3 THE STUDENT

As a student I will:

- Attend Jamia regularly and punctually and bring all the stationary/equipment I need for lessons every day.
- Wear the Jamia uniform correctly.
- Endeavour to do all my classwork and homework to the best of my ability and with pride.
- Be courteous, polite, and respectful in speech and conduct towards students, teachers, and staff.

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- Abide by the Jamia Rules and Discipline Policies.
- Behave in a reasonable and safe manner and avoid actions which may put others at risk.
- Endeavour to participate in extra-curricular activities.
- Respect the Jamia environment and help to keep it clean and tidy.
- Promote a positive image of the Jamia and make a positive contribution to the life of the Jamia which demonstrates that I am proud to be a member of the Jamia.
- follow Islamic values and practices in my daily life

RULES AND REGULATIONS

1. All new applicants will have to pass the admission test and all admissions will remain valid for 1 academic year only.

2. Disclosure of all previous character and conduct is necessary. Failure to do so may result in an automatic withdrawal of the applicants/student's place.

3. Whilst in Jamia Al-Hudaa all lessons must be attended except when excused by an authorised person. No one will be permitted to leave Jamia Al-Hudaa except during fixed vacations/weekends. At the end of all holidays all students must return to the Jamia on the fixed day except when extra leave is granted. However, in cases of emergency or necessity parents/guardians wishing to obtain leave for any student may contact the Head Teacher's Office for permission.

4. All Islamic ethos and regulations will have to be followed in all aspects; particularly in prayers, dress, social conduct etc.

5. To insult the trustees, teachers or any member of staff will be judged as inexcusable and any student found guilty will be liable for dismissal. Jamia Al-Hudaa reserves the right to expel any student when it deems necessary.

6. If in any event, a student has to be sent home, the parents, guardians or relatives will have to, without objection or delay, make necessary arrangements for the student to return home. Anyone expelled will have no legal remedy against Jamia Al-Hudaa.

7. Students will be liable to pay for damages they cause to the property of Jamia Al-Hudaa.

8. I understand that Jamia Al-Hudaa has CCTV on the premises and that my child's movements may be recorded for which I have no objection.

9. In the event of students being withdrawn by parents or permanently excluded at any time for whatever reason, ***no refund of parental contributions will be given****.*

10. I understand and accept that If I am on any category which does not cover the full cost of a student then charity funds including Zakah will be used to subsidise the cost of my child only because she is studying to complete the Aalimah course. I authorise the Principal to use the funds as appropriate and required.

11. All the above rules and regulations and any future rules/policies will apply throughout the duration my daughter studies at the Jamia.

Signed Parent/Guardian:
Signed Student:
Date:
Signed (Head Teacher): Maha Abu Taha

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