

Sunnah Academy Policy & Rules

1. Contact Details

Sunnah Academy Contact details:

Contact: Usman Dar

Contact Number: 07912 622522

Email: academy@masjidsunnahnelson.org

Address: Masjid Sunnah Nelson, Brunswick Street, Nelson, Lancashire, BB9 9AR.

2. Class Interference

Classes are not to be disrupted by parents during teaching hours unless in cases of absolute necessity.

3. Absence

The Evening School must be notified in cases of long absences (up to 2 weeks) **prior** to the child leaving.

As for short periods of absence, the child must bring a letter justifying the absence. If absence continues without justification, the child's registration at the academy will be re-considered.

4. Finishing from the Academy

Children will only be allowed to leave the Evening School at the correct time, unless the parent has informed the teacher. Students are only allowed to leave if the parents come to the door.

5. Fees

All fees are paid via standing order. Standing order must be set up for £40 on the 1st of every month.

There is also an admissions fee of **£20** per child to be paid at the beginning.

6. Teaching Hours & Punctuality

Please ensure punctuality at all times; the child must be brought to the Evening School at least 5 minutes prior to the starting of the class.

7. Discipline & Behaviour Management

Discipline is of utmost importance throughout the Academy. Disruptive behaviour, aggression and indecent language is not accepted from any child or parent. If disruption persists then the Academy reserves the right to suspend or exclude the child.

8. Uniform & Appearance

All children must observe Islamic dress sense when attending the classes. Boys are expected to wear a 'thawb' or 'Shalwar Kamees,' preferably in white. Girls are expected to wear a jilbab.

Please ensure your child attends the Academy with a suitable appearance. We reserve the right to send the child home if he attends with an unIslamic haircut.

9. Academy Bank Details

Account Name: Fountains of Knowledge

Sort Code: 20-15-70

Account Name: 23940004

Ref: Please put a reference as the name of your child e.g. 'Abdullah Ahmed Fees'