



Abrar Academy, Darul Uloom Preston

Parental Contract (Terms and Conditions)

1. Acceptance and Deposit

- (a) An offer of a place for your child at the Madrasah is accepted by your completing the [Offer Reply Slip](#), ticking and submitting to accept its conditions and paying the Admission Fee.
- (b) Once a place has been formally accepted, you become liable to pay the first term's fees unless a full term's notice of the withdrawal of your child is given in writing.
- (c) The Enrolment Fee is not refundable if your child does not take up a place at the Madrasah.

2. School Fees

- (a) All the costs incurred (except whatever is noted below and in clause 2.(b)) in the usual course of the education by Abrar Academy & Darul Uloom Preston of your child, shall be met by the fees.

For each National Curriculum subject, the school will provide a returnable core textbook (loaned) to support learning, however, you will be required to purchase any other educational material as suggested by the school such as; revision guides and workbooks, as these will be annotated by students.

In the Madrasah department, you shall be required to purchase; writing books (Kāpī) for each subject, Kitābs and a Qur'ān, as these will be marked and annotated during the course of the year by students, thus will be unreturnable.

- (b) Any extra-curricular activities such as, trips and visits in which you agree your child may participate shall be charged for accordingly.

In particular, all GCSE examinations your child will sit are chargeable, you will receive a letter for payment of fees 12 weeks prior to the 1st examination. Failure to pay GCSE examinations fees by the deadline stipulated in the letter, will result in your child's exam entries being cancelled.

- (c) Only the person who has signed the Acceptance Form is liable for the whole of the fees due, unless Abrar Academy has received in writing to look to any other person for payment of the fees or any part of them.
- (c) Each invoice must be paid either in full before the first day of term or, if fees are paid by direct debit, in monthly instalments (each instalment being due on the first working day of each month).

We reserve the right to refuse to allow your child to attend Abrar Academy or send your child home (Boarders) whilst fees remain unpaid.

In addition, the Academy may recharge to you costs associated with the follow up of unpaid fees. These costs may include, but are not limited to, letters, postage, time spent by the Finance team. **You consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees.**

- (d) The fees will be reviewed from time to time and may be increased by such amount as Abrar Academy considers reasonable. Fees for the next academic year are normally set by the Trustees during the Summer Term. The Academy will give you notice of any such increase not later than the final day of the Summer Term. The Trustees reserve the right to increase fees at other times during the academic year and in any such instance will give you notice of the increase not later than the last day of the preceding term. If we give you notice of an

increase in fees, you will be entitled to withdraw your child from the start of the following term without giving a term's notice or paying fees in lieu, provided that you give notice of the withdrawal within 21 days from the date when notice of the increase in fees is given.

- (f) Fees will not normally be reduced as a result of absence due to illness or otherwise. In the event that your child takes study leave at home before or during public examinations or stays at home following those examinations no reduction of fees will be made in respect of such periods spent at home.
- (g) An Admission Fee also becomes due as soon as the [Offer Reply Slip](#) is submitted. Upon receipt of the Admission Fee the school accepts the obligation to provide an appropriate place subject to receipt of signed documents. Parents accept the requirement to pay the first term's fees in full unless written notice of withdrawal of the child is given a full term in advance of the child's due starting date.

4. Notice Requirements

- (a) If you wish to:
 - (i) withdraw your child from Abrar Academy other than at the normal leaving date; or
 - (ii) change your child's place at Abrar Academy from a boarding to a day place

You shall inform the Academy with a term's notice if your child will be leaving at any point outside the normal leaving date. In any case when your child changes from boarding to a day place, you must provide a term notice to allow the Academy to set the fee to the correct tariff.

5. Abrar Academy Rules

- (a) It is a condition of remaining at the Academy that your child complies with the Abrar Rules as amended from time to time. In particular you undertake to ensure that your child attends Abrar punctually and that your child conforms to such rules of appearance, dress and behaviour as shall be issued by Abrar from time to time. In summary parents should note the following: pupils are expected to attend all Madrasah activities; the Madrasah has strict uniform codes for boys; hair styles are expected to conform to standards laid down by the Head; obviously dyed and uneven hair is not accepted; participation in all activities and abiding by the code of conduct between 8.30am- 6.00pm for day students and for boarders 24 hours is a requirement; Students in the boarding will also attend all Salāh prayers with punctuality. Boarding students will also be expected to undertake light chores for their own health and wellbeing. Boys selected to take part in events are required to participate subject to reasonable notice being given by the Academy.
- (b) To ensure compliance with the Abrar and Boarding Rules on illegal substances or prohibited items the Head may subject children to an unannounced search of personal property held on Abrar and the Boarding premises, in accordance with DfE Confiscation and Searching procedures. Any refusal to allow this search to be carried out will be deemed to be a fundamental breach of contract and the Academy reserves the right to withdraw the student's place at Abrar.
- (c) Abrar reserves the right to monitor your child's email communication and internet use for the purpose of ensuring compliance with the Abrar Rules and the Abrar-pupil ICT User Agreement while using Abrar's equipment or while using personal equipment on the Abrar and Boarding site.

6. Disciplinary Procedures

- (a) The Head may in his discretion require you to remove or may suspend or expel your child from Abrar if he considers that your child's attendance, progress or behaviour including behaviour outside Abrar and the Boarding is seriously unsatisfactory and in the reasonable opinion of the Head the removal is in the Academy's best interests or those of your child or other children.

- (b) The Head may in his discretion require you to remove or may suspend or expel your child if the behaviour of you or either of you is in the opinion of the Head unreasonable and affects or is likely to affect adversely the child's or other children's progress at the Academy or the well-being of Abrar staff or to bring the Academy into disrepute.
- (c) Should the Head exercise [his] right under sub-clause 6.(a) or 6.(b) above you will not be entitled to any refund or remission of fees paid. However, in such circumstances fees in lieu of notice will not be payable.
- (d) The Abrar Rules set out examples of offences likely to be punishable by suspension or expulsion. These examples are not exhaustive, and in particular the Head may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour. All aspects of the student's record at the Madrasah may be taken into account.
- (e) The review of serious disciplinary matters is governed by the Complaints Procedure which includes a right of appeal.

7. Abrar Academy's Obligations

- (a) Subject to these terms and conditions, Abrar Academy undertakes to accept your child as a student from the time of joining the Academy until the end of each academic year of schooling. However, the Academy shall not be obliged to permit your child to enter the next academic year unless satisfied that it is appropriate to do so having regard to his academic attainments and all other relevant circumstances including his behavioural record and previous compliance with Rules. Abrar Academy may make a decision as to whether your child may join the next academic year after the results of the End of Year School and Madrasah examinations are known and may make entry to the next academic year conditional upon the results of such examinations.
- (b) While your child remains a student, we undertake to exercise reasonable skill and care in respect of his education and welfare. This obligation will apply during school hours and at other times when your child is permitted to be on School premises or is participating in activities organised by the Academy.
- (c) In order to fulfil our obligations, we need your co-operation, in particular by: fulfilling your own obligations under these terms and conditions; encouraging your child in his studies, and giving appropriate support at home; keeping us informed of matters which affect your child; maintaining a courteous and constructive relationship with staff; attending meetings and otherwise keeping in touch where your child's interests so require; and ensuring that your child's social life does not adversely impact on his ability to meet the requirements in relation to academic work and/or other activities or commitments.
- (d) We undertake not to subject your child to corporal punishment, or to physical contact except where such contact may be deemed appropriate for the maintenance of good order, your child's safety or otherwise. Unless you notify us to the contrary, you consent to your child participating, under proper supervision, in contact sports and in other normal sports and activities which may entail some risk of physical injury.
- (e) If your child requires urgent medical attention while under our care, we will if practicable attempt to obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf should consent be required for urgent treatment (including anaesthetic or operation) recommended by a doctor. Any such decision would be made by a senior member of staff including a Boarding Staff member.
- (f) Although our website describes the broad principles on which the Academy is presently run and is believed to be correct at the time of printing it does not form part of the contract between you and the Academy. We reserve the right to make changes to any aspects of the Academy, including the curriculum. We will give parents notice of significant changes in the curriculum and where practicable will consult with parents on such changes.
- (g) We shall monitor your child's progress at the School and produce regular reports. We shall advise you if we have any concern about your child's progress but we do not undertake to diagnose dyslexia or other specific conditions. You may be asked to withdraw your child if in the opinion of the Head the School cannot provide adequately for your child's special educational needs.
- (h) Religious observance at the Madrasah shall be conducted in accordance with the Madrasah Rules. All students are expected to attend all activities.

- (i) The Academy will publish Term Dates in advance, but reserves the right to change the dates at shorter notice if necessitated by unforeseen circumstances such as changes to public examination schedules.
- (j) We will honour our commitments to you and your child and endeavour to give your child treatment and opportunities which are the same as those afforded to other pupils.
- (k) The Academy will enter your child for an examination only if the Head is satisfied that such is in the best interests of your child and of the Academy.

8. The Parents' Obligations

- (a) It is a condition of your child's joining Abrar Academy that you complete and submit a medical questionnaire and vaccination record in respect of your child. You undertake to inform us of any health or medical condition, disability or allergy that your child has or subsequently develops, whether long-term or short-term, including any infections. Where a medical questionnaire or vaccination record is not provided the Academy reserves the right to arrange for an assessment to be undertaken by an appropriately qualified Medical Practitioner and vaccinations to be administered. The cost of doing so will be charged to you.
- (b) You undertake to inform the Academy of any situations where special arrangements may be needed in relation to your child.
- (c) You undertake to ensure that your child attends Abrar when required, arrives punctually and leaves on time at the conclusion of his commitments or at some other mutually agreed time, has the right equipment for academic work, or other obligations, is appropriately dressed in accordance with the uniform regulations and conforms to any other standards relating to appearance.
- (d) The Academy will be entitled unless notified otherwise to treat any communication from any person who has signed the Acceptance Form as having been given on behalf of each such person. Unless other arrangements are agreed between you and Abrar we shall be entitled to treat any communication from Abrar to any such person as having been made to each of them.
- (e) Wherever possible Abrar's prior consent should be sought for absence from the School. The Attendance Officer must be informed in writing or by telephone of any reason for your child's absence. For these circumstances your child's Boarding Supervisor should also be informed, whenever possible in advance. In the case of unforeseen illness, you should telephone the Attendance Officer before Abrar on the first day of illness and should send a confirmatory letter on your child's return to Abrar. You are expected to avoid taking your child out of Abrar Academy for holidays during term-time.
- (f) We cannot accept any responsibility for the welfare of your child while off the premises unless he is taking part in an activity or otherwise under the supervision of a member of the staff. Some students have the privilege of being allowed off site unsupervised at certain times and the above will apply in such circumstances.
- (g) If you have cause for concern as to a matter of safety, care, discipline or progress of your child you must inform the Academy without delay [Complaints should be made in accordance with the School's Complaints Procedure.]
- (h) You undertake to leave contact details with the Academy if you will be away from your home address for more than 24 hours during term time weeks.
- (i) You undertake to inform the Academy of any changes of address or other contact details or any other changes in circumstances which the Academy could reasonably expect to know of in order fulfil its obligations to your child.

9. Confidentiality and References

- (a) You consent to our supplying information and a reference in respect of your child to any educational institution which you propose your child may attend. Any reference supplied by us shall be confidential subject to the disclosure rules of the receiving body. We will take care to ensure that all information that is supplied relating

to your child is accurate and any opinion given on his ability, aptitude for certain courses and character is fair. However, we cannot be liable for any loss you or your child is alleged to have suffered resulting from a reference or report given by us

- (b) You consent to us making use of information relating to your child whilst he is at the Academy and after he has left for the purposes of communicating, providing references and managing relationships with students and former pupils of the Academy. You accept that such information is stored in files and on computer and is subject to the data protection legislation currently in force.

10. Communications

All notices required to be given under these terms and conditions must be given via email. You undertake to notify the Academy of any change of address of any person who has signed the Acceptance Form. Communications (including notices) will be sent by the Academy to the address shown in its records. Notices that you are required to give under these terms and conditions must be addressed to the Head and sent to the Academy's email address.

11. Variations

We reserve the right to make reasonable modifications to these terms and conditions from time to time. The School will give you notice of any such modifications.

On behalf of Abrar Academy, Darul Uloom Preston