



M A MISSION BLACKBURN

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Sept 2020

Important Information for Parents

To ensure the smooth running of the Madrasah, we request that you abide by the guidelines below.

1. Madrasah starts at 5.30pm prompt. A child who is late in arriving at the classroom by even by 1 minute will be noted down as being late.
2. Madrasah finish time is 7.30pm. Unless you have good reason to do so, please do not to collect your child before this time. Early finish requests are to be made in writing directly to the teacher at least 1 day before.
3. You must report all absences (sickness or otherwise) in writing directly to your child's teacher immediately on the first day back after the absence. Not doing so will be classed as an unauthorised absence and will go against your child's end of year report.
4. Extended leave requests need to be requested in writing directly to the teacher as soon as possible. However, we strongly suggest these requests are avoided altogether.
5. The Madrasah teacher cannot see you during Madrasah hours. If you wish to see your child's teacher, please make an appointment by calling the Mission office and ask for a Madrasah Committee member.

The above rules will allow us to focus on our primary objective which is to teach your children in the most effective and efficient manner.

JazakAllah for your understanding.

M.A. Mission Madrasah Committee