

The Cambridge Muslim academy
Hayster Drive
The Spinney Primary School
CB1 9PB
Tel:07808202414
Tel: 07727277977
Email:hanadikerdasi@outlook.com

The Cambridge Muslim Academy
A Joyful Journey in Islam

Thank you for choosing the Cambridge Muslim Academy to study with us about Qur'an and Arabic Language. We look forward to welcoming all the students in September and enjoying learning a lot over the coming school year In Sha'a Allah.

To make the running of the academy efficient and effective for everyone, we have prepared a contract for parents to read, sign and submit it on the academy's website before they enrol their children to the Academy. It is important for us that all children who will be enrolled to our academy are given the best opportunity to learn. In order to achieve this, we plan in advance the number of teachers and the lessons we deliver and the classes required in case we open the school face to face. For this reason, it is essential for us to receive the fees in advance. Equally, so that the time at the school can be used in the best possible way for the children to learn, it is important that children are encouraged to behave well either in the physical school or the virtual school. Finally, in order for the children to truly progress in their learning, parents must follow up with the children with homework and Quran practice during the week as repetition is important in learning, even if it is just a few minutes a day.

Frequent assessments and tests will be carried out each term so the teachers can have the correct evaluation about each student no matter their age or their level.

Children School Contract

- 1- The registration fees of £25 per child per school year must be paid in full before submitting any application form, this fee will be used to pay the administrator who will receive and process the application forms. This registration fee is non-refundable.
- 2- The monthly fee is £40 a month, £120 per term or £360 annually this fees includes the Arabic lesson and Islamic Studies lesson on Tuesday and the Quran session on Friday. 10% sibling discount available,
- 3- If you choose only Tuesday Arabic lesson and Islamic studies the monthly fee is £25. If you choose only the Quran lesson the monthly fee is £15
- 4- The fees for the first month of this academic year must be paid in full along with the first month fees at the time of submitting the application form. After that, the fees for each month must be paid at the beginning of that month. For example, if the autumn term starts on 12 September, the next monthly fee is due by 12 October. A sibling discount is applicable for these fees.

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- 5- Fees can be paid in term (every three months) for those parents who prefer to pay in this way to avoid any forgetfulness. However the registration fee is still applicable in this case.
- 6- Even if a student is absent from the school, the monthly fee must still be paid in full.
- 7- No refund is applicable to those children who are absent even if their parents paid by term.
- 8- If you plan (children or adults) to take a break from the school due to a holiday or other commitments, a formal written notice must be handed in to Mrs Hanadi Kerdasi at least one month before this break. Failure to do so will result in you being charged the full fees for that time.
- 9- The registration fee and one month's fees in advance must also be paid for application forms made to the school during the school year.
- 10- Because of the pandemic, the classes will still run virtually on both Tuesday for Islamic Studies and Arabic Language lessons and Friday for Quran sessions until further notice
- 11- During Ramadan the school will only be open on Saturday for the children. All the lessons will run on the same day instead of Tuesday and Friday. The monthly fees will still be applicable to all the students regardless of whether the student attends or not, unless a break has been agreed at least one month in advance with Mrs Hanadi Kerdasi and a written note requesting the break has been submitted (see clause 7).
- 12- If a child misses a session they cannot automatically attend another session that week. This must be agreed in advance with Mrs Hanadi Kerdasi and there must be a strong reason for it (illness, a doctor's appointment, a family emergency etc). This paragraph is applicable for face to face school.
- 13- It is important that students attend their classes as much as possible so that they do not miss important information and so fail to make progress in their learning.
- 14- Equally, they must arrive on time to class so they do not miss information and disturb the class. It is the responsibility of the parents to make sure that their children are not absent and do arrive on time. This paragraph is applicable for face to face school.
- 15- Homework and Quran practice must be completed each week.
- 16- Children must bring their curriculum books and exercise books they need for the school every time they attend the school. This paragraph is applicable for face to face school and virtual school.
- 17- Arabic books and Islamic books can be purchased from Mrs Hanadi Kerdasi. The price for the Arabic book is £15 per copy , Islamic Studies book price £15
- 18- Respect for others is essential and we encourage everybody at the school to show respect to everybody else. Children should show suitable respect and politeness towards all teachers, teaching assistants and adults at the school.

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- 19- The Cambridge Muslim Academy's policy towards misbehaviour will be applied fairly on all children who break the rules of behaviour.
- 20- Children must not cause damage to any part of the Spinney School or its contents and parents will be required to pay for any damage caused by their children. Children should be reminded to not interfere with any items at the Spinney School that are not related to the Cambridge Muslim Academy. We appreciate your help and cooperation in all of this. This paragraph is applicable for face to face school.
- 21- No audio or video recording to any session is permitted; any recording detected will be legally pursued so taking photos of the other children or the staff.
- 22- Any photos or videos belong to staff or the children detected on any social media will be legally pursued.
- 23- The Cambridge Muslim Academy's staff will not accept any kind of physical or verbal abuse any resemble incidents will be legally pursued.

Parent's name (Print):

Parent's signature:

Date:

Head of the Cambridge Muslim Academy: Hanadi Kerdasi

Date:

Signature: