

Guidelines Regarding Remote Learning

Parents

Please ensure that your child always follows the guidelines below. We'll review these guidelines in due course and if there are any changes, we'll let you know. Kindly note, it remains parent's responsibility to ensure that the child has been fully briefed about these rules and guidelines. We request parents to please monitor your child(ren) during the scheduled class times to ensure following;

1. Child is ready for registration at scheduled time
2. Child joins the session by clicking 'Join' at the scheduled time
3. Child is following the guidelines provided below in this document
4. Child ends the session on device when the class ends by clicking 

Online class schedule

Weekday Madrasah

1st session - Registration from 4:20pm -- Lesson from 4:30pm to 5:45pm

2nd session - Registration from 5:50pm --Lesson from 6:00pm to 7:15pm

Hifz class – Registration from 4:20pm -- Lesson from 4:30pm to 7:15pm

Weekend Girls Madrasah (for age 14 to 19+)

Registration from 11:05am, -- Lesson from 11:15am to 1:15pm

Students should do following;

1. Make sure you attend online Registration at the times specified above and say Assalam o Alaikum to your teacher.
2. Make sure that for every lesson you have your books to hand.
3. If any homework is given by your teacher, ensure to complete it by the deadline given. (Homework may not be given to every class)
4. When your name is called out by your teacher, listen carefully and respond in a respectful manner. If you are asked a question, answer it. If you don't know the answer, tell the teacher that you don't know instead of staying quiet.

Students MUST NOT do following;

1. Speak until you are asked to. Teacher will call out your name and then you can respond.
2. Listen to or watch tv or engage in other activities which will cause disturbance during a lesson.
3. Start a 'join now' or 'meet now' videoconference or use it to talk to other pupils. It must always be the teacher who starts a live 'join now' or 'meet now' lesson.
4. Use Teams Chat to send messages to other pupils – it is only to send messages to your teachers.

Boys Madrasah WhatsApp No: 0798 552 0343 --- Girls Madrasah WhatsApp No: 0730 8144 322

Rules for live lessons using 'Meet Now' or 'join now' on Microsoft Teams.

1. Your teachers will use the 'Meet Now' facility on Microsoft Teams to hold a live lesson (either videoconferencing or audio only). The lesson will be held at the times shown above. Please register at the time given.
2. When your teacher invites you to a meeting using 'Meet Now', that will be the start of the live lesson. It must always be your teacher who starts a live 'meet now' lesson. Make sure that you are in a quiet, safe environment, free from distractions for your lesson. Ideally, this should not be your bedroom if possible. Make sure that you are dressed appropriately for your lesson in clothes that would be suitable for a Madrasah environment. Please cover your head as you would do in Madrasah. Please ensure that you are not wearing anything which would cause you or others embarrassment or offence. Please make sure that there is nothing in the background which might cause embarrassment or offence.
3. Just like in the Madrasah classroom, it is rude to talk at the same time as the teacher. So, keep your microphone on mute unless you want to ask a question or say something. When you have got permission to speak, say what you want to say, and then mute your microphone again.
4. You do not have to turn your camera on. Most pupils prefer to leave the camera off, but if you want to switch it on, for instance when teacher asks you to, you can, especially if it's a Hifz class.
5. Remember to always behave online as you would in a classroom setting. Interact with your teacher and other pupils respectfully and sensibly. Always use appropriate language. DO NOT laugh or try and make others laugh. Inappropriate behaviour will not be tolerated as it will disturb the whole class.
6. You must not record or take photos of teachers or other students during video conferencing sessions, and you must not share any of the lessons publicly.
7. If you do not follow these simple rules which have been designed to keep you safe online, we will contact your parents and sanctions may be applied.

Fees

We request all parents to please pay the fee on time. Fee is reviewed annually in June/July for the following academic year. **Cash payments are no longer accepted by the Madrasah.** We request all parents to pay directly into following Madrasah bank account quoting correct student ID number;

Bank Name: Yorkshire Bank

Account name: ICEA

Sort code: 05-03-23

Account No: 18386970

Payee Reference: Please ensure you provide correct student ID number in payee reference so that we can allocate payment to your child's Madrasah account. If you don't provide correct ID number, we wouldn't be able to allocate payments to your child's account.

Please send separate payment for each child with correct ID number. If you don't know your child's ID number, please send a request to our WhatsApp number providing your child's full name and teacher's name. Admin will then send you correct ID number.

Monthly fee payment must be made no later than 15th of each month at the latest.