



Home School Agreement

This document contains a set agreement between the School and the parents/guardians of the child enrolled at Dar-ul-Madinah. It is important that you read and understand the information within this document as it requires your acceptance by signing and dating the Data Capture Form.

Who are we?

We are an OFSTED regulated independent school. We deliver a bespoke curriculum that is values led while complying with the Independent School Standards. Here at Dar ul Madinah we actively promote working together as parents/carers of the children within our care. You are the most important people in your child's life and only by working together can we ensure that your children will achieve, and develop whilst having lots of fun and adventures during their time with us.

How we work

Here at Dar ul Madinah we provide a quality and stimulating educational environment for the children in our care. Dar ul Madinah is an OFSTED regulated School, where every child is welcomed and respected regardless of faith but rather as an individual, with activities tailored to meet the different stages of their development. We have a team of qualified teachers and staff members so that you can be confident we are all trained to a high level within our field. We enjoy what we do and achieve great satisfaction from seeing the children thriving and have fun all while developing academically and spiritually.

Our ethos and curriculum

We believe strongly that the children we care for should be inspired and take the lead in their learning, thus encouraging them to be confident, competent and happy. We aim to provide each child with an environment that will interest them and excite them, through a wide range of equipment and resources that are outlined in the curriculum. Here at Dar ul Madinah we take time and attention to make sure that all the children feel welcome, confident, and secure in our environment. We spend time with each child individually, letting them take the lead in their learning, and encouraging them to excel, whilst supporting them through interaction, language and play.

The aims of Dar ul Madinah is establishing the five O's in all of our young people.

We want our young people to;

- Become an outstanding Muslims
- Become an outstanding British citizens
- Achieve outstanding results
- Have outstanding behaviour
- Use outstanding language

Uniform

Please make sure that your child comes to Dar ul Madinah in school uniform every day.

Full uniform list can be found on the school website and in the Parent Handboook.

ALL ITEMS MUST BE CLEARLY LABELLED WITH YOUR CHILDS NAME.

Independence

Encourage your child to dress and undress themselves even though it will take a little longer. It is especially useful if a child is able to take off a coat, hang it up and then put it on when needed. At Dar ul Madinah we expect children to come to us fully toilet trained and able to independently use cutlery during lunch time.

Lunch

At Dar ul Madinah we encourage a healthy lifestyle and therefore offer our students the option of a healthy freshly prepared meal at lunch times for a weekly fee. If your child suffers from any allergies, please provide this information in the enclosed form. Please note, due to refurbishment school dinners will not be available until further notice.

Alternatively parents may provide a healthy packed lunch from home which must be provided at the start of the day to avoid disruption to the school day. Packed lunch must contain a full balanced meal to fuel the child for the day.

Drinks and Snacks

We provide all children with fresh milk daily. Parents should send their child into school with a healthy snack such as fruit. Children are also expected to bring in a bottle of water to be consumed daily to encourage a healthy lifestyle.

School closure

Dar ul Madinah is open term time only, all our holidays coincide closely with Blackburn with Darwen local authority, we also include Islamic holidays if they fall on a school day. Academic calendars will be provided.

Staffing and Key Workers

We are a team who work closely together and continuously strive to receive ongoing training to further benefit the children within our care. The Early Years team recognise that you are the most important people in your children's life and have the greatest influence on them. At Dar ul Madinah we build on foundations you have laid and will continue to develop on these.

Attendance

At Dar ul Madinah daily attendance is compulsory, to set the children into positive habits for learning. Please make sure that your child comes to school every day and on time each day. The school doors open at 08:20 ready for the school day to start at 08:30. Arrival after 08:30 will be given a late mark. The school day ends at 15:00 prompt.

Late Collection

For the wellbeing and safeguarding of your child, it is important that you drop off and collect your child on time each day, being left behind when all the other children have been collected can be very upsetting for children. If for any unforeseen circumstance you will be late we would appreciate if you contact us as soon as possible. Preferably your emergency contact will be available to collect your child if you are late in collecting. Please also ring in at Dar ul Madinah and let a member of staff know who is collecting the child. Your child's safety is of the utmost importance to all of us without a password your child will not be released. If your child is collected late without prior notice then a late collection fee will be charged.

Policies and Procedures

Policies are available on our website. We update them regularly to reflect good practice within our setting. We have included within this pack information from our sickness and contagious illness policy, as it is useful for your reference if your child is unwell, information from positive behaviour policy, complaints procedure and safeguarding policy.

Sickness and contagious illness

It is part of our commitment as childcare practitioners to ensure the well-being and health of all of the children within our care. It is therefore important to have a policy for sickness and contagious illness, and it is also crucial that this policy is strictly adhered to, as not only may the health of your child be affected, but also that of others. Please keep this policy for your future reference, and please make sure that you read and are familiar with the details of the policy. If a child is deemed sick within our care, we will contact the parent or carer immediately and inform them of the nature of the illness, actions taken and recommendations.

PLEASE KEEP YOUR CHILD AT HOME IF YOU SUSPECT THAT THEY MIGHT BE ILL.

If your child is suffering from any of the following illnesses please follow the exclusion periods as set out below:

- Vomiting/ Diarrhoea: should stay at home for 48 hours after the last bout of vomiting or diarrhoea.
- Conjunctivitis: your child should be kept at home for 48 hours and until the eyes are clear.
- Chickenpox: your child should be kept at home for 7 days from the appearance of the rash and until the spots are dry.
- Gastro-enteritis or food poisoning: Should not return for at least 48 hours and by the advice of a doctor.
- Measles: Should not return until 7 days after the appearance of the rash
- Head Lice: is also an infection and child should remain off until treatment has been given.
- Mumps: until the swelling has subsided and 7 days from onset, please also get medical advice to see if it is safe to return.
- German Measles (Rubella): Should not return before 7 days from the onset of the rash, and should only return if a doctor has confirmed good health.

The following are infectious illnesses and you should seek medical advice before your child returns:

- Streptococcal Infection
- Hepatitis A and B
- Scarlet Fever
- Impetigo
- Whooping Cough
- Glandular Fever
- Scabies
- Hand, Foot and Mouth Disease
- TB
- COVID19

Within our policies we also have a list of diseases that must be reported to the department of health and Ofsted, which you are welcome to view should the need arise.

Administering medication

Medication will be administered to your child by a qualified member of staff, with Parental consent only. A medication form will need to be completed by parent and staff prior to administering the medicine. Where necessary, training will be provided to the staff for administering the medication. Any medication provided to the school must be prescribed by a GP and have a label with clear dosage instructions. Children that suffer from Asthma will be required to have an inhaler and spacer in school at all times along with a care plan from their GP. Similarly children with severe allergies will be required to have two epi pens in school at all times.

Positive behaviour

At Dar ul Madinah, we believe that children and adults flourish best in an established routine and environment where they know what is expected of them and where children can play freely and learn without fear of being hurt or hindered by others. And also where there are clear and developmentally appropriate expectations for their behaviour. It is our continuing aim to:

- To create a safe, secure and happy environment, that encourages and reinforces acceptable behaviour by consistent and considered response.
- To be a positive role model for all children with regard to friendliness, care, courtesy and language portrayed both in a humane and Islamic ethos.
- Ensure that all children feel included at all the time.
- Enable the children to share their experiences with each other and with staff.
- Display a range of positive images and objects that reveal people in non – stereotypical roles.
- Celebrate diversity within the school and to use resources that reflect diversity – including books, toys and role-play,
- To help and make children appreciate and value each other, and to feel valued as an individual.
- To enhance self-esteem, self-control and mutual consideration.
- To give a high priority to clear communications within the school and to further
- Develop positive partnerships with families.

Complaints procedure

We believe that children, and their parents, are entitled to expect courtesy with prompt and careful attention to their needs and wishes. It is our intention to work in partnership with parents and the local community and we welcome suggestions on how we can improve our group. It is clearly of paramount importance that the school should run smoothly and that parents and staff work together in a spirit of cooperation in the children's best interests.

In the event of complaints from either staff or parents every effort will be made to respond quickly and appropriately. Please refer to the complaints policy for further information.

Safeguarding Children

Our Designated Person for Safeguarding Children is the Head teacher.

Child protection is very important in our school, we provide a safe environment where children are safe from abuse and where the suspicion of abuse is promptly and appropriately responded to. Please refer to the safeguarding policy for further information.

Communication

Dar-ul-Madinah has invested in various methods of communication to ensure that parents are well informed at all times. Class Dojo is used on a regular basis to interactively show parents what the children are working on and any particular achievements children have made. It is also a brilliant method of communication for parents to send direct messages to the class teacher.

What are the fees?

The annual tuition fee is set by the school before the next academic year. Fees are increased from time to time as required due to any increases in costs to sustain the school and ensure we can provide competitive wages to our staff and better resources around the school.

The fee for the 2026/2027 academic year for Reception, key stage 1 and key stage 2 Primary School will be as follows:

£1800.00 plus VAT per annum per child

What does the fees include?

School fees are charged for the reservation and provision of a school place, together with access to our comprehensive education and facilities. The use of school books, stationery and equipment is included. Other costs, for example, school educational trips and uniforms are charged for separately during the course of the year.

Fees are payable for the entire academic year or term, irrespective of the number of days attended. The obligation to pay fees is unconditional and is not dependent on attendance, participation, or use of school facilities.

Fee payment dates

Initial Fee: A one-off admission fee of £100 plus VAT is required from all parents/guardians when accepting a place for their child(ren). This payment is non-refundable.

1. Annual Fee Payment: Due date is 6th July 2026 before the new academic year. Annual Fees can also be paid by termly instalments in order to reduce the financial burden on families.

2. Termly Fee Payment: A term's fees in on or before 6th July 2026, followed by 2 termly payments on or before 1st November 2026 and 1st March 2027.

Absence, Illness & Non-Attendance

The Parent acknowledges and agrees that absence from school does not suspend, reduce, or extinguish liability for fees.

Parents remain fully liable for fees in cases including, but not limited to:

- Short-term or long-term illness
- Medical or therapeutic appointments
- Self-isolation or precautionary absence
- Extended illness supported by medical evidence
- Any absence requested or initiated by the Parent

No refunds, fee reductions, credits, or deferrals will be given for illness or medical absence, regardless of duration.

Any exceptional arrangements due to serious medical circumstances are entirely at the School's discretion, must be confirmed in writing, and shall not constitute a waiver or precedent.

Holidays & Leave During Term Time

The School operates a compulsory attendance expectation during published term dates.

Parents who elect to remove their child from school for holidays, travel, or extended leave during term time do so entirely at their own discretion and financial risk.

Fees remain payable in full during any period of term-time absence, whether authorised or unauthorised.

No refunds, credits, or suspension of fees will be granted for holidays, including religious travel such as Umrah or Hajj.

How to pay fees?

Parents/ Guardians can pay the school fee using cash or card at the school office, standing-order through bank/building society or transfer. Bank details can be provided upon request.

NOTE: Sufficient notice period of 5 working days must be given to your bank/building society prior to due date of first payment to ensure no payments are not missed. Payment of your child(rens) school fees is your obligation under the school fee policy and confirmed by this agreement.

Late fee payment policy

If the school fees are not paid by the specified dates above, late fee letters will be issued. If fees are still not cleared by the 3rd and final letter, this will result in your child being removed from the school register.

To re-instate that child will incur a £200 administration charge plus the overdue fees, payable immediately - that is assuming the place is not been taken by someone on the waiting list. To avoid these extra costs please ensure that all payments are made promptly in accordance with the agreed due dates.

Difficulties in paying school fees

If you are experiencing or expect any difficulties in the payment of fees then you must contact the school and discuss with the Headteacher prior to the due date, so that we may be able to offer assistance and/or support. Please note that this agreement forms part of the Schools Fee Policy and affects your child's place at Dar-ul-Madinah.

Withdrawal of a Child

Parents must provide written notice if they wish to remove their child(ren) from the school as in accordance with the Terms and Conditions.

A minimum of one full term's written notice is required to withdraw a child from the School.

Failure to provide the required notice will result in the Parent being liable for fees in lieu of notice, whether or not the child attends during that period.

Removal of a child from attendance without formal written notice does not terminate this Agreement and will result in a referral to the local authority for a child missing in education.

Suspension, Removal & Outstanding Fees

The School reserves the right to suspend or remove a child from the school roll for non-payment of fees or serious breach of school policies.

Suspension or removal of a child does not release the Parent from liability for outstanding or future fees due under this Agreement.

All outstanding fees become immediately payable upon removal from the school roll.

Terms and Conditions of agreement

1. All the costs incurred in the usual course of the education by the School of your child, including the provision of most educational materials and as outlined in the School Fees Policy, shall be met by the fees unless otherwise notified by the school.
2. Any extra-curricular activities such as, trips and visits in which you agree in advance your child may participate shall be deemed to be supplemental to items met by the fees and charged for accordingly. In particular, any additional charges incurred by the school in

providing for the special educational needs of your child shall be charged as supplemental to the fees.

3. Both parents who hold parental responsibility are liable for school fees and any supplemental charges due, unless the school has expressly agreed in writing with the persons who have signed the form to look exclusively to any other person for payment of the fees or any part of them.
4. The fees must be paid in full either by cash, standing order or direct bank transfer by the specified day of the term.
5. All supplemental charges must be paid in full either by cash or direct bank transfer by the first day of the then forthcoming term.
6. We reserve the right to refuse to allow your child to attend the school or to withhold any references while fees remain unpaid or there is a persistent default in relation to the payment of supplemental charges. You consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees.
7. The fees will be reviewed from time to time and may be increased by such amount as the school considers reasonable. We shall endeavour to give at least a term's notice of any increase in the fees due for a particular term and in any event shall give you notice of any such increase not later than the final day of the preceding term.
8. Fees and any prepaid supplemental charges will not be reduced as a result of absence due to illness. Extended holidays or otherwise.
9. All those who do not pay the school fees by the specified dates above will be given 7 days' notice and the child removed from the school register, and not allowed back in. To re-instate that child will incur a £200 administration charge plus the overdue fees, payable immediately - that is assuming the place is not taken by someone on the waiting list. To avoid these extra costs please ensure that all payments are made promptly in accordance with the agreed due dates.
10. Any parent/ guardian that may wish to withdraw their child(ren) must give notice in writing no less than one term and remain liable for fees for that period accordingly.
11. The school is obligated to recover all outstanding school fees, and any additional costs may be passed on to a third party to recover payment.
12. We require your co-operation. In order to fulfil our obligations under the Contract and to maintain a constructive relationship with you, we, the Head teacher and the school's staff, need your cooperation, including in particular by you fulfilling your own obligations under the agreement.
13. Ensuring that all details or other information notified or otherwise disclosed to the school about you and/or your child are accurate, truthful and not misleading and that relevant details and information (or changes to them) are not withheld;
14. Providing cooperation and assistance to the school so that your child can participate in, and benefit from, the School's provision of education (including where the School may wish/ need to provide such education remotely); and attending meetings and keeping in touch with the school where your child's interests so require.
15. You must notify us of your child's health/medical conditions or special educational needs. It is a condition of your child's joining and remaining at the school that you complete and submit to the school a medical questionnaire in respect of your child;
16. If the School so requires due to a health risk either presented by your child to others or presented to your child by others or presented by your child to him or herself, or by reason of a virus, pandemic, epidemic or other health risk, or where the Head teacher determines in his or her discretion that it is not in your child's best interests to remain at School, you may be required to keep your child at home and not permit him/her to return to the School until

such time as those circumstances have passed. Where it is considered appropriate, we will try to continue providing education to your child remotely during such period (including, for example, by sending you/your child work assignments electronically or by post).

17. You must notify us of any court orders that relate to, or that may impact upon, the provision of education to your child; and provide us with copies of them.
18. You must inform the school if, at any time prior to or during your child's time at the School, a court order is put in place or an undertaking is given to a court in respect of (or relating to) your child's attendance at the school (including its premises) and/ or the school's provision of education to your child. This would include any court order or undertaking given to a court which may deal with or impact upon in any way:
 - a. your child's living and/or contact arrangements
 - b. your child's education, welfare and/or upbringing
 - c. the payment of fees and/or supplemental charges
 - d. your exercise of parental responsibility in respect of your child. In any such circumstances you must (whether upon request or otherwise) promptly provide the school with copies of the relevant court order(s) or undertaking(s) (or the relevant parts of them).
 - e. You must notify us of any changes to your financial position.
19. You must notify the school immediately upon:
 - a. any change to your financial circumstances which may prejudice your ability to pay the fees as they fall due
 - b. being unable to pay your debts as they fall due
 - c. entering an individual voluntary arrangement
 - d. being made the subject of a bankruptcy petition or order;
 - e. becoming the target of any economic sanctions imposed by any government
 - f. being under investigation for any possible breach of any anti-corruption laws, any anti-money laundering laws or any economic sanctions laws.
20. You are always responsible for ensuring that your child has the appropriate immigration permission to enter and reside in the United Kingdom and to study at the school and must update the school of any changes to this status whilst your child remains a pupil of the school. If your child is found not to be in possession of the correct leave to be in the United Kingdom, your child may be required to leave the school immediately and without refund of the fees paid.
21. It is a condition of your child's joining and remaining at the school that you complete and submit to the school an emergency contact for your child. Amongst other things this will nominate a responsible adult to whom you will delegate authority to make decisions relating to your child if the school is not able to contact you. The responsible adult and the guardian may be the same person. You must notify the school if the responsible adult or guardian changes or if their contact details change.
22. We are entitled to expect that parents have consulted with each other regarding decisions relating to your child. You (and each of you as the holders of parental responsibility for your child) acknowledge and agree that, prior to and during your child's time at the School, the School is entitled to assume that you have consulted with each other so far as decisions regarding your child are concerned. Accordingly accept that the school is entitled to treat.
23. Any instruction, authority, request or prohibition received from one of you as having been given on behalf of both of you and any communication from the school to one of you as having been given to both of you.
24. We are entitled to require that notices of withdrawal must be signed by both parents. Any parent/guardian that wishes to withdraw their child(ren) must give notice in writing no less

than one term and remain liable for the fees accordingly. A notice of withdrawal of your child served under the policy must be in writing and signed by each of you as the holders of parental responsibility for your child (and the School shall be entitled not to accept such notice unless and until all holders of parental responsibility for the child have signed such notice).

25. You must notify us of your child's absence from School. The school office must be informed as soon as possible of any reason for your child's absence from School. Wherever possible the school's prior consent should be sought for absence from the school.
26. Residence during term time. During term time, your child must reside with you, a legal guardian or another responsible adult unless resident as a boarder. If your child will be residing with someone other than you or a legal guardian during term time, the school must be notified immediately in writing.
27. Parents must notify us if they will be absent for a period or if your child will be residing elsewhere. If at any time during your child's time at the school
28. The Parent(s) with whom the child usually resides will not be in the United Kingdom at any time or will otherwise be absent from your main residential address for a period of longer than one night; or your child will be residing under the care of someone other than a Parent, then you must inform the School immediately in writing and provide the details required by the School as a result, including the name and contact details for a responsible adult for the period of your absence.