

1. Punctuality

- Maktab hours are Monday, Tuesday, Wednesday & Thursday from 6:30pm till 8pm.
- The Maktab premises opens at 6:30pm on Maktab days.
- Parents/Guardians are requested to bring their children at least five minutes before Maktab starts.
- Parents/Guardians are requested to ensure their child is relieved from all necessities (toilet and Wudhu) before coming to Maktab.
- Parents/Guardians must arrange pick-up by 8pm, as there is no supervision after this time.
- If Parents/Guardians need to contact their child (for emergency reasons only) during Maktab hours, they may call the Maktab's male coordinators, Sharfuddin Siraj +61 492 972 168 or Aneez Ahamed K +61 477 420 125, who in turn will contact the teachers and pass on the message

2. Education

- Maktab is for children aged 5 years and up only (Grade 0 foundation and above). The minimum age is based on the level of reading required for the textbooks.
- Maktab runs four days a week, covering different subjects daily. This creates the environment of Deen (Religion) that makes the children see Islam as a part of daily practice rather than a 'once a week' subject. Diligence of Parents/Guardians in regards to arriving on time, regular attendance and dress code is reciprocated by children, thus encouraging them to be diligent in their studies and giving Deen utmost priority in their lives

3. Attendance

- Attendance and punctuality is of the utmost importance as absenteeism & late coming seriously impairs the child's progress and can result in children missing out on entire subjects. It is the duty of Parents/Guardians to ensure students arrive and leave on time
- Students are required to attend all 4 days per week. Lessons cannot be repeated for one child due to limited time

- If due to serious illness or unforeseen circumstances a child does not attend Maktab, Parents/Guardians must provide a doctor's certificate or a signed entry in the student diaries (explaining the cause of the absence), or personally explain to the coordinator
- Parents/Guardians should avoid making any appointments or plan any journeys during
- Students will not be allowed to attend any Islamic programs or any other functions during
- All sporting activities or any other extra-curricular activities at school should be scheduled for the weekends or after Maktab hours. Parents/Guardians are requested to advise their child/children's school of their Maktab commitment
- Students will not be permitted to leave Maktab early unless the Parents/Guardians have notified administration in advance
- Continued absence/lateness without a genuine reason will be taken seriously and will result in the matter being discussed by the Management committee
- To encourage attendance and punctuality a special mark will be allocated in the report for attendance and will be calculated in the final report

4. Attendance

- Parents/Guardians should encourage their children to display appropriate Islamic behaviour when coming to and returning from Maktab. They should show due respect towards their teachers, their classmates, the classroom and their books.
- Behaviour and character development is one of the great priorities in Maktab.
- Students must ensure they leave the classroom clean and tidy. Students are encouraged to clean the Maktab regularly and contribute to its upkeep.
- No food or drink is to be brought by students to the Maktab (except for a clear water bottle)

- Abusive language by students to any staff member will not be tolerated. If this is proven the Management committee will take the necessary action. This could lead to the child being suspended/expelled due to their misconduct and bad behaviour.
- Mobile phones, MP3 players or any other type of objects which distracts the Students from their studies are not allowed in Maktab and will be confiscated. Confiscated items can be collected by the Parents/Guardians.

5. Dress Code

- Islamic dress code is required of all the participants in the program, both for boys and girls, because it inculcates the aspect of Hayaah (Modesty), which is an essential part of Islam
- For girls, a Hijaab is needed and a long skirt/abayah (cloaks). Scarfs must be correctly worn.
- Boys must wear a Sunnah cap (topi) to class.
- It is encouraged for the boys to wear a white thawb/jubbah.
- Clothing should have no faces on it or inappropriate language.
- No tight clothing (boys and girls) is allowed. Girls must not wear jeans / pants and short tops. Boys must wear three-quarter pants that cover the knees at all times.
- Girls 10 years and older should be encouraged to observe purdah (wearing the face covering).
- Girls will not be allowed to wear any jewellery.
- No Wedge, Mushroom or Mullet haircuts or the like will be allowed.
- Ensure nails are cut short both hands and feet as these will be checked randomly. Girls are not permitted to be wearing nail polish at any time.

6. Fees

- Student fees are \$200 per child, per term. Please note that the term fees have been calculated only to cover the running costs.
- Fees must be paid by the end of the first week of each term.
- An early payment discount of 5% on student fees will be applied to the account if the full year's fees are paid in advance at the commencement of the year.
- If Parents/Guardians cannot genuinely afford the fees, arrangements can be made on a case by case basis in consultation with management; however, Parents/Guardians are humbly urged to contribute whatever amount they can afford.
- Parents/Guardians who have not paid the fees of a previous term, after the starting of a new term, may be contacted by management for a meeting.
- Textbooks, bags and diaries are to be purchased separately at an additional cost

Bank Account Details (for direct deposit):

Account Name: Umra education

BSB: 633 000

A/C Number: 192 548 105

7. Waiver of Responsibility/Disclaimer

Point Cook Maktab cannot be held responsible for unsupervised areas and times before and after the program hours for participants.

The parent(s)/guardian understand(s) that during the program at the Maktab, in case of a mishap or an unforeseen accident on the premises, neither Point Cook Maktab, nor its staff will be liable or responsible