

Parent Responsibility Policy & Agreement

(Parent Contract)

1. Introduction

At Greenbank Masjid, we believe that effective Islamic education is a partnership between the Madrasah and parents. This policy outlines the key responsibilities of parents in supporting their child's spiritual, academic, and behavioural development within the Greenbank Masjid Education Programme.

By enrolling a child, parents agree to uphold the principles and expectations set out below.

2. Responsibilities of Parents/Guardians

A. Attendance & Punctuality

- Ensure children attend regularly and **on time** for their allocated session.
- Maintain a minimum standard level of 85% per term
- Notify the Madrasah of **all absences in advance** through the **Parent Portal**.
- Understand that **unexplained absence for more than 1 week** may result in the child's place being automatically revoked.
- Ensure children arrive before the start of their session; **arrival more than 5 minutes after the scheduled start time** will be recorded as late.

B. Drop-Off & Pick-Up

- Ensure children are safely dropped off and collected on time.
- **Park legally and sensibly**, avoiding inconvenience or danger to others.
- Ensure children are **escorted** to the entrance and have safely entered the building before leaving.
- Understand that unsafe behaviour, including stopping or waiting in the road, may result in further action and could lead to the child's place being revoked.

C. Conduct & Behaviour

- Support the Madrasah's Behaviour Policy, including expectations around respect, conduct, and appropriate behaviour within the learning environment.
- Reinforce good manners, respect, and Islamic values at home.
- Cooperate with the Education Committee if behavioural concerns arise.

D. Uniform & Equipment

- Ensure your child is dressed appropriately in **uniform**.
- Provide any **necessary materials** (e.g., Qur'an, exercise books) and ensure they are brought to class.

E. Communication & Engagement

- **Use the Madrasah Parent Portal** to:

- Communicate with teachers
 - Monitor your child's attendance, progress, and behaviour
 - Stay updated on notices, events, and policies
- Attend **parent meetings**, events, or assessments as requested.

F. Fees & Payment

- Ensure all fees are paid monthly in advance via the Parent Portal using Direct Debit (preferred) or Debit Card.
- Understand that other payment methods, including cash or bank transfer, are only permitted by prior arrangement and may incur an administrative charge.
- Acknowledge that fees are payable regardless of attendance and are non-refundable, including in cases of absence, holidays, or if a child leaves part-way through a month.
- Avoid requiring repeated reminders or chasing by the administration.
- Understand that continued non-payment may result in temporary suspension of attendance or withdrawal of the child's place.

G. Health & Safety

- Disclose any relevant **medical conditions** or **special educational needs (SEN)** during enrolment or if they arise later.
- Keep emergency contact details up to date.
- Follow all on-site health and safety instructions and procedures communicated by staff.

3. Agreement Acknowledgement

By enrolling their child in the Greenbank Masjid Education Programme, parents/guardians confirm that they:

- Have read and understood the policies regarding **admissions, attendance, behaviour**, and this **parent contract**.
- Agree to uphold these responsibilities in full cooperation with the Education Committee.

4. Breach of Responsibilities

Failure to meet these responsibilities — especially in attendance, payment, and behaviour — may result in:

- Parent meetings or written warnings
- Temporary suspension of attendance
- Permanent withdrawal of the student's place