



## Sharikatul Hussain Saturday Workshop Academic Year 2022

### Enrolment Policy 2022 (COVID-19)

#### SHORTENED ACADEMIC YEAR

The academic year will run from January 2022 to July 2022. This will enable the workshop to go inline with other Madaris and school years.

**Waiting List:** Class sizes will be capped for 2022.

For new students and any existing students that have missed their enrolment, they will need to go on a waiting list if the classes have reached their potential.

#### NEW STUDENTS- <https://sharikatul.classe365.com/form/view/enrolment2022>

Enrolment for these students for the 2022 academic year (January 2022 to July 2022) will commence on **20th December 2021 and end on 30th December 2021**. Please submit an online application to the Workshop (<https://sharikatul.classe365.com/form/view/enrolment2022>) by 30<sup>th</sup> December 2021. The application will be reviewed, and we will inform parents via email if their child has secured a space in the Workshop and fees will then be due at that time. **PLEASE DO NOT MAKE ANY PAYMENTS UNTIL YOU ARE AWARE YOUR CHILD HAS SECURED A PLACE.** This may be after 30<sup>th</sup> December 2022.

In all cases of New Student enrolments please check the age chart below so that you are aware which class your child(ren) will be enrolled in.

2022 Enrolments	
Class P	01/09/2016 - 31/08/2017
Class 1	01/09/2015 - 31/08/2016
Class 2	01/09/2014 - 31/08/2015
Class 3	01/09/2013 - 31/08/2014
Class 4	01/09/2012 - 31/08/2013
Class 5	01/09/2011 - 31/08/2012
Class 6	01/09/2010 - 31/08/2011
Class 7	01/09/2009 - 31/08/2010
Class 8	01/09/2008 - 31/08/2009
Class 9	01/09/2007 - 31/08/2008
Class 10	01/09/2006 - 31/08/2007
Class 11	01/09/2005 - 31/08/2006

#### EXISTING STUDENTS

Enrolment for these students for the 2022 academic year (January 2022 to July 2022) will commence on **20<sup>th</sup> December 2021 and end on 30<sup>th</sup> December 2021**.

**For those students in classes Pre-school to Infants Class 3:** Parents/Guardians of students in these classes must complete a **MANDATORY FIVE SATURDAYS THROUGHOUT THE ACADEMIC YEAR** at the workshop by volunteering to help and assist the class teachers at the workshop for 2022. You will be contacted by a member of the Admin team to arrange this.

**For those students being enrolled into Class 5 to Class 11:** Parents/Guardians of students in these classes must volunteer at the workshop by helping and assisting the class teachers at the workshop for 2022. You will be contacted by a member of the Admin team to arrange this when assistance is required.

**Attendance:** All students will need to achieve an attendance of 80% or more to continue at the workshop in the next academic year. Please refer to Attendance Policy 2022 for further information.



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### Fees

The fees for the Academic Year 2022 Jan-Jul 2022 is: **£60.00 per child** and this needs to be settled by 30<sup>th</sup> December 2021. **Any existing students with standing orders, parents will need to cancel these.**

**Unpaid 2020 Fees:** If full fees for Academic Year 2021 have not been settled then we will not be able to accept re-enrolment applications for students where these are outstanding. Please contact us to discuss this matter via email.

**Fee Queries:** If you have any queries regarding our fees or wish to discuss fees in confidence with us, please let us know via email or speaking to anyone in the management team.

**ONLINE PORTAL:** <https://sharikatul.classe365.com/> (see below)

The Workshop has an online Portal for management of admin work/fees/communication.

All existing Parents/Guardians should have login details and passwords for our portal where they can review their child/rens information and amend as necessary.

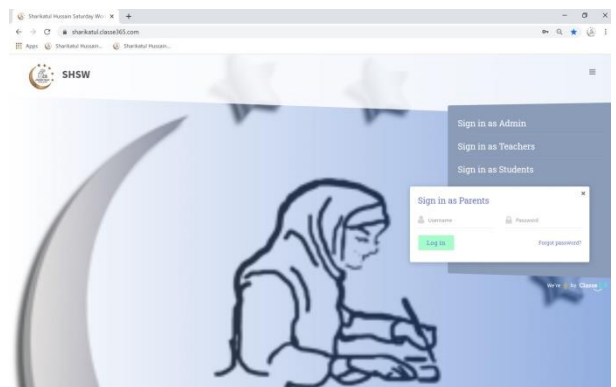
All Parents/Guardians must login into the portal, review/amend any information and make note of the students **ADMISSION NUMBER**. Then you will need to complete payment of full fees by 30<sup>th</sup> December 2021 at the latest. Any existing student in the Workshop where this is not the case will be considered as not enrolling for 2022 and their space will automatically be re-allocated.

**IF YOU HAVE LOST OR NOT RECIEVED YOUR LOGIN DETAILS FOR THE PORTAL PLEASE CONTACT BROTHER HASNAIN KARIM- 07725 135617**

### RE-ENROLLING CURRENT STUDENTS

1. Go to the NEW ONLINE PORTAL:  
<https://sharikatul.classe365.com/>

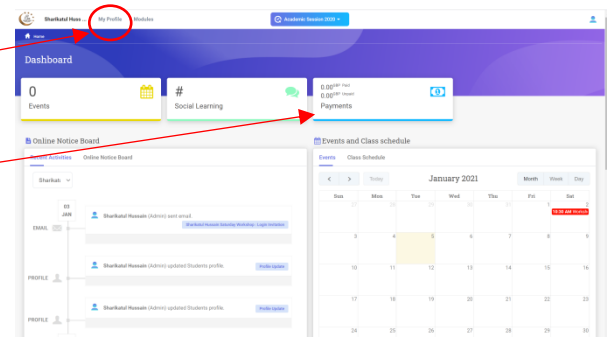
Click on sign in as Parents and enter the new login and password emailed to you separately.



2. You will see a similar screen as:

Click on My Profile at the top

To review Payments and Fees click Payments



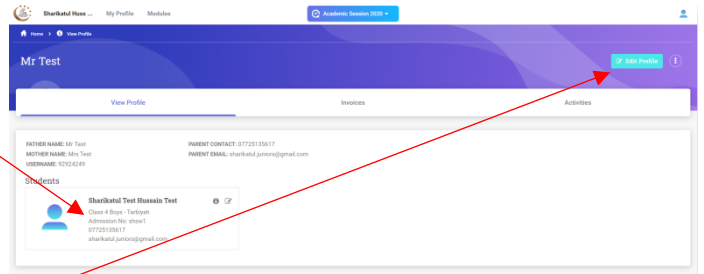


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3. You will then see the following screen.

**Make a note of each students Admission No. for when making a payment**

Please review the student personal details and parent/guardian contact details. Please ensure these are correct for all child(ren). If not then click on 'edit profile' and amend as necessary.



Please upload a recent Photo onto the students profile.

4. Feel free to familiarise yourself with the New Portal.
5. Click on Payments to review payments and fees due per student.
6. Please then complete an online transfer by BAC's from your bank account to:

Account Name: Sharikatul Hussain Workshop  
Sort Code: 40-12-35  
Account No: 31403303  
Reference: **ADMISSION NUMBER(s)**

**PLEASE NOTE THE REFERENCE OF THE TRANSFER HAS TO BE YOUR CHILD(REN)'S ADMISSION NUMBER(S).**

### FEES SCHEDULE FOR JAN-JUL 2022:

Please note the fees are payable even if the child is absent.

The total amount of fees per child is £60.00 for the shortened academic year 2022.  
(Payable at Enrolment- Via bank transfer using the ADMISSION NUMBER as reference)

If the full £60 Fees and any unpaid 2021 fees is not settled at ENROLMENT then the child's place for 2022 at Sharikatul Hussain Saturday Workshop will NOT BE GUARANTEED.

If you have any concerns or encounter any problems, please contact Sharikatul Hussain via email- [sharikatul@gmail.com](mailto:sharikatul@gmail.com) or you can contact Hasnain Karim- 07725 135617.