ZEENAT-UL-ISLAM

MADRASAH

COVENTRY

Policies and Procedures

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1. INTRODUCTION

Madrasah Zeenatul Islam's aim is to provide a caring learning environment for our pupils and to provide both basic and elementary Islamic education to Muslim children irrespective of their race, colour, ethnicity, or geographical background.

Our intention is to create and maintain an atmosphere throughout the entire Madrasah that promotes teaching, learning and achievement of the highest quality thereby enabling every individual the opportunity to acquire and develop the knowledge, skills and understanding that will prepare and facilitate them throughout their life.

Our principle objectives are:

- To provide a safe, nurturing environment for our pupils.
- To enrich Islamic values and beliefs in the hearts of our pupils, in light of the Qur'aan and Sunnah.
- To promote a centre of excellence from within an Islamic environment enriched with values of discipline and respect.
- To present a curriculum that is intellectually stimulating and appropriate.
- To provide instruction that encourages development of Islamic morals and values and practice upon them.
- To ensure all pupils are treated fairly and equally.
- Recognise the need to respond to children's individual needs.
- Constantly strive to raise standards of learning and achievement.
- To adopt a professional approach with Madrasah related issues.
- To foster values of good citizenship within our environment.

2. MADRASAH GENERAL RULES & BEHAVIOUR

2.1. Pupil Behaviour and Conduct

All parents are requested to constantly remind pupils about Islamic etiquettes and the importance of respect and behaviour towards everyone around them. The following behaviour rules shall be directed towards pupils and must be observed at all times:

- **NEVER** play around in the Masjid and Madrasah.
- **NEVER** shout or make loud noise inside or outside the classroom.
- **ALWAYS** Raise your hand if you need to speak to the teacher.
- **NEVER** answer back to the teacher. Respect everyone.
- **NEVER** bring sweets or chocolates in the classroom.
- **NEVER** throw objects across the classroom.
- **NEVER** fight, strike, or spit at anyone for any reason.
- **NEVER** damage other people's property including Qurans, Books, benches, doors, walls, windows etc.
- **ALWAYS** walk quietly and sensibly around the Madrasah and Masjid premises.
- **NEVER** use abusive language or swear or be rude to teachers or any other member of the Madrasah staff.
- **NEVER** call anyone names or make fun of them or bully anyone in the Madrasah.

- **NEVER** bring any weapon or harmful substance to the Madrasah like knives, or substances such as cigarettes or drugs.
- **ALWAYS** learn your lessons beforehand and come to the Madrasah on time with Wudhu and all essential items (i.e. books).

Under no circumstances should a pupil be in possession of a mobile phone (IPOD, or any other type of games console) whilst at the Madrasah.

If any child is found to be in possession of a phone, then it shall be confiscated and the pupil referred to the Principals Office. Parents will be contacted accordingly and the phone will be returned to PARENTS ONLY. Phones are a distraction to pupils while they are in class. Should any parent need to contact their child then it must be done via the Madrasah phone (See General Information and Contacts).

3. ACCEPTABLE CLOTHING & APPEARANCE

As an Islamic establishment that teaches and promotes all aspects of Islamic life, the Madrasah also aims to teach and instruct pupils about appearance and clothing according to the Islamic faith. This applies to all those who are involved at the Madrasah including staff and pupils. All staff members are expected to dress appropriately and modestly with Islamic principles, and in a way that gives our pupils the correct impression of how we must appear. Parents and staff must also instruct pupils to be clean and tidy at all times.

The following Madrasah policy will be implemented with respect to clothing and appearance of pupils:

Boys Classes:

- All male pupils must wear a 'Jabbah' or similar (preferably white) to the Madrasah.
- All male pupils must cover their heads with a 'Topee' preferably white. Other forms of hats like 'Tcaps' or outdoor hats will not be accepted.
- Trousers must be kept above the ankles at all times. Items of clothing that have 'tears' as a fashion item are not permitted.
- Jewellery items are strictly prohibited for male pupils and will be confiscated.
- Pupils are NOT allowed to have 'short back and sides', 'step' or 'fringe' haircuts. The length of hair must be approximately the same throughout.

Girls & Muallimah Classes:

- All female pupils must wear a loose 'Jabbah' or full length 'Burkha' preferably black.
- All female pupils must have all their hair covered with black or white headscarves.
- Jewellery items such as chains or rings / earrings (gold or silver) are disallowed due to safety reasons.

Hifz & Aalim Classes:

- Hifz and Aalim Class students MUST wear a White 'Jabbah' and 'Topee'. Items of clothing that have 'tears' as a fashion item are not permitted.

Pupils who attend Madrasah in inappropriate clothing will receive a verbal warning. Those who continue to disregard warnings will be referred to the Principal's Office. Male pupils with inappropriate haircuts will be referred immediately, and pupils and parents will have a maximum of one week to resolve the issue. Pupils may not return to Madrasah until the required corrective action has been taken. Failure to comply will result in further disciplinary action.

4. ATTENDANCE / ABSENCE & LATENESS POLICY

Madrasah classes will commence promptly at 5:00 pm and conclude at 7:00 pm, Monday to Friday. The finishing time for Class One may vary throughout the year according to seasonal changes and prayer times.

Students enrolled in the Hifz, Aalim, and Muallimah classes will not finish before 7:30 pm. These students may also be required to attend additional lessons on Saturdays and/or after Fajr Salah as part of their programme.

The Madrasah doors will be locked at 5:00 pm every day. Any member of staff, pupil, or parent who wishes to enter the Madrasah after this time must press the 'Buzzer' located at the main doors of the Madrasah building and wait until someone becomes available and permission is granted to enter.

4.1. Pupil Attendance / Absence Policy

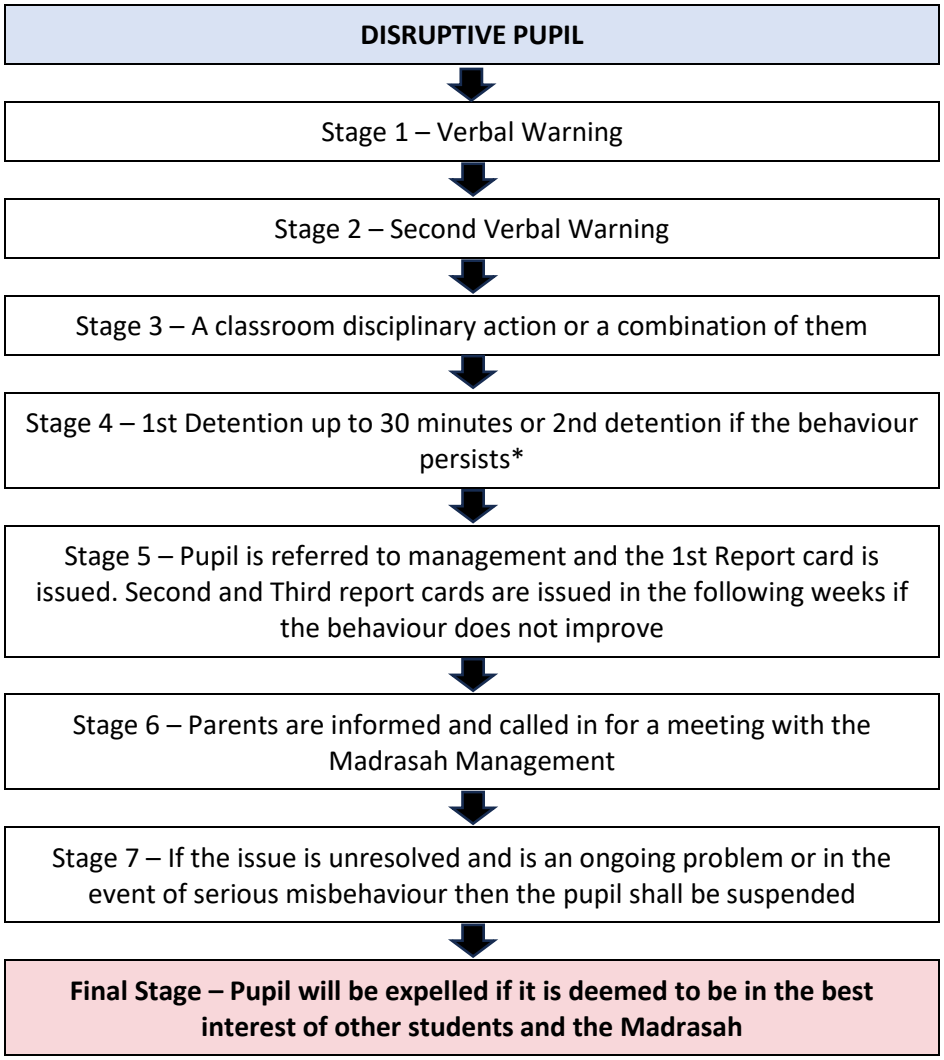
Regular attendance and punctuality are essential to pupils' education and behaviour. Pupils are strongly encouraged to arrive on time every day, as missing even one day can affect their learning. Extracurricular activities are not permitted during Madrasah hours because they can disrupt learning.

The following attendance / absence rules shall apply for parents and pupils at the Madrasah:

- Madrasah begins at 5:00 pm. Pupils should not arrive at the Madrasah before 4:45 pm.
- Pupils / Parents must notify the Madrasah of any absences or lateness in advance. This must be in written form for records via text message, call or WhatsApp Message. If prior notification is not possible, then a note signed by the parents must be sought the very next day.
- Parents and pupils are encouraged to plan leave during Madrasah holidays. Wherever possible, the Madrasah holiday timetable aligns with school holidays to minimise disruption to pupils' education. Please refer to the Calendar section of the website for holiday dates.
- Parents must ensure that they collect their children on time. (Class One's may vary) throughout the year and the remainder of classes at 7:00 pm). Please do not come before this time.
- Long term absence such as long overseas holidays are not permitted as they have a great effect on the child's learning. Parents who wish to raise any issues regarding this can direct their issue to the Principals Office.
- Pupils who have less than 85% attendance shall be referred to the Principals Office.
- Parents shall be informed of their child's attendance record if they are regularly absent, late, or suspected of truancy, and requested to come to Madrasah.
- Unauthorised absences of 15 days or more will terminate Madrasah admission, the pupil will be removed from the register and parents must re-apply to the Madrasah for re-admission.

5. DISCIPLINARY POLICY AND PROCEDURE

Discipline is vital in the running of the classroom and Madrasah, and must be taken very seriously. A disruptive child can disturb the essential running of the classroom. Fellow pupils can be affected by badly behaved pupils who interrupt the education for others. The disciplinary procedure (diagram below) will be implemented at the Madrasah.



** Applies only to Class 4 above*

Violent and aggressive or serious misbehaviour – may be escalated directly to the later stages of the procedure above.

6. DETENTION & REPORT CARDS

6.1. Detention Procedure

The purpose of detention is to emphasise to the students that they are responsible for their behaviour and completion of their work. It will enable the Madrasah to be successful and enable pupils to achieve their best, while understanding the consequences of their actions. The aim is to make a positive contribution to the pupil's moral, character, and learning.

Detention will be issued to pupils who are behaving in an unacceptable way. This may include inappropriate behaviour such as disrespecting the teacher or disrupting the class and showing little consideration to fellow pupils.

Detention will also be given to pupils who consistently fail to meet standards and deadlines that are set by the teacher. Detention should only be given to pupils who show lack of interest and effort in learning lessons. It is not to be given to pupils who are identified as having learning difficulties or special needs (see Special needs section) unless they show disruptive behaviour. The detention is to be issued based on the pupil's conduct and learning over a two week period.

The following detention procedure will be implemented at the Madrasah:

- Detention will be held every day from 7PM. Detention will only be given to Class 4 pupils and above.
- Pupils will be issued with the detention letter prior to the detention date. The Detention letter must be signed by the parents and returned the following day.
- If a valid and acceptable reason is given by the parents, the detention can be changed to a future date.
- The detention session will be supervised by Madrasah members of staff. Under no circumstances will the Madrasah waive the detention. There will be no exception for any pupils with respect to any rules or status.
- Pupils will be expected to complete or work on their lessons during the detention period.

6.2. Report Cards Process

Report Cards are the next step in the Madrasah disciplinary procedure after detention. Pupils will be put 'On Report' if there are no changes in behaviour or learning following two detention periods. Report Cards can be issued to pupils in any class and will be in place of detention for pupils in Classes One to Three. The Reports Cards will be issued from the Principals Office after the pupil has been referred by the teacher.

The Student Report Cards will be issued in three phases, the severity of each denoted by the colour of the card. Initially the pupils will be issued a report card for a period of one week (Phase One). The card will be re-issued every week until the pupil's behaviour or learning improves. If the conduct of the pupil becomes worse, then the second or third report cards will be issued (Phase Two and Phase Three).

Pupils may be issued Phase Two or Phase Three report cards from the outset depending on the severity of the incident.

Phase One – White / Beige
Phase Two – Yellow / Green
Phase Three - Orange

The following process will be implemented at the Madrasah:

- Pupils will be referred to the Principals Office to be issued the first Report Card.
- Pupils will be instructed to give the report card to the teacher as they enter the classroom every day.
- Staff members will complete the report card and sign it each day and return it to the pupil before they leave at the end of the Madrasah.
- Parents must sign the report card each day. Pupils that return the card without the parent's signature will be referred to the Principals Office.
- At the end of each week pupils shall be referred to the Principals Office where they may be given a new report card based on the pupils learning and conduct over the previous week.

7. HEALTH / HYGIENE & SICKNESS POLICY

7.1. Health and Hygiene

The Madrasah recognises that some children may have special dietary or medical needs as well as personal circumstances which have been highlighted by parents. In such cases pupils that show signs of ill health shall be referred to the Principals Office immediately and sent home.

Personal hygiene is also very important. In order to promote good health and hygiene in our Madrasah parents must observe the following rules:

- Pupils must come looking clean and tidy, socks etc, should be changed on a regular basis.
- Pupils must be made to visit the lavatory prior to coming to the Madrasah. Toilet and Wudhu facilities are available for emergency use only.
- Children with illnesses or infections such as a rash, discharge from the eyes or nose, or diarrhoea shall be sent to the Principals Office so that parents can be contacted and asked to collect them. The child should be kept at home until they recover so that other pupils are not affected.
- Pupils that become ill during Madrasah are to be sent to the Principals Office. The Madrasah will contact the parents and ask them to collect their children or take whatever steps that are considered appropriate which may include emergency assistance.
- Pupils that are sick or soil the carpets during Madrasah shall be isolated from other children, i.e. surrounding pupils shall be instructed to move so as to not cause discomfort.
- The Principals Office shall be informed of any soiling incidents so that parents can be informed and asked to come and clean the area.
- In the event of a sickness or soiling incident, parents shall be instructed to bring cleaning materials and asked to clean the area and take the child home.

8. CHILDREN WITH LEARNING DIFFICULTIES, DISABILITIES, OR SPECIAL NEEDS

The Madrasah recognises that there are pupils who have learning difficulties, disabilities or special needs. The Madrasah has a strict anti-discrimination policy with regards to pupils with special needs and will make every effort to provide Islamic education to all pupils regardless of ethnic background, race, or ability.

Children with special needs may find learning, memorising, and understanding Qur'aanic concepts and rules, as well as other Islamic principles difficult to understand. These pupils generally find it difficult to keep up with the progress of the class despite showing the commitment and effort to learn at Madrasah and at home. This is not to be confused with pupils who fall behind due to lack of effort or laziness on their part.

The following guidelines and approach shall be implemented for pupils who are identified as having learning difficulties or special needs:

- Pupils with learning difficulties will be allowed to progress in their learning at their own pace and ability.
- Disciplinary measures such as Detention or Report Cards shall not apply to pupils with learning difficulties who show effort and commitment to learn due to lack of progress in their learning. Disciplinary actions will be applied for behavioural reasons.

9. INTERACTION WITH PARENTS / COMPLAINTS PROCEDURE

To provide the best Islamic education for our pupils all groups involved must work together to bring out the best in our pupils. This includes staff members, parents, and Madrasah management. We aim to work in partnership with our parents through effective communication in such a way that will encourage mutual support, and ultimately the development of every individual to their full potential. Interaction between the Madrasah and parents is very important. The Madrasah welcomes parent's views, complaints, comments, and suggestions and will respond to them accordingly.

The following Madrasah policy will apply with regards to interaction with parents:

- Staff members are instructed to discuss general progress issues of pupils only with parents. For all other issues parents are to be directed to the Principals Office.
- Under no circumstances should any parent confront a teaching member of staff or attempt to resolve any issues without consulting the Principal or Management.
- All complaints/issues raised at the Madrasah must be submitted in writing. Forms are available from the Madrasah Foyer or office.
- An utmost effort shall be made to resolve any issue through discussions or appropriate action deemed necessary.

10. MISCELLANEOUS

10.1 Homework Diaries

All pupils at the Madrasah will require a homework diary. The purpose of the homework diary is to maintain communication with parents and inform them of their child's progress and behaviour on a daily basis. All staff members will complete the required sections of the diary every day.

Parents must also monitor their child's education by signing the homework diaries and providing feedback and responding to comments daily.

All pupils must set aside a minimum of 30 minutes at home every day preparing for their lessons and one hour during the weekend.

10.2 Hifz Class

The Madrasah operates Qur'aan memorisation (Hifz) classes for boys. Hifz class pupils are required to spend a significant amount of time at home preparing for their lessons and memorising / reciting the Qur'aan. They are also expected to place extra effort in reaching their goals and will be tested regularly to ensure that they are progressing and maintaining the levels that are expected of them. Hifz class pupils are required to complete a minimum of four Juz (para's) each year. Failure to complete this may result in expulsion from the class.

10.3 Madrasah Assembly

A Madrasah Assembly will be held when required for all pupils at the Madrasah. The assembly will address general issues such as Islamic morals and ethics as well as 'Tarbiyyah' with regards to both Islamic and non-Islamic events throughout the year.

10.4 Islamic Character and Conduct

The Madrasah has a zero tolerance policy against any form of prejudice, Intolerance, or hatred directed at any race, culture, religion, or groups of people. All pupils and parents must adhere to Islamic principles whilst on Madrasah premises and educate pupils of the sublime character and etiquettes of the Prophet ﷺ and conduct according to the Qur'aan and Sunnah.

10.5 Imtihaan and Jalsa

The Madrasah will hold two examinations during the academic year. The Mid-year Imtihaan will be carried out internally by Madrasah staff approximately half way through the year. The purpose of the Mid-year Imtihaan will be to assess the pupil's progress and plan towards the Annual Imtihaan at the end of the academic year. An end of year presentation (Jalsa) will also be held by pupils and staff to acknowledge the efforts and commitment of all those at the Madrasah.

11. GENERAL INFORMATION & CONTACTS

Name	Role / Contact
Maulana Mohammed Takolia	Madrasah Executive Manager
Iqbal Gangat	Head of Teaching & Learning
Muhammad Bhayat	Head of IT & Finance

CONTACT INFORMATION:

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Email: madrasahadmin@madrasahzeenatulislam.co.uk

Madrasah Phone: Mobile: 07380 913985 (4:45 pm to 7:15 pm)