



PARENTS & STUDENTS CHARTER

At Madni Madrasah we wish for every child to receive a high standard of Islamic education and reach their full potential whilst in our setting and beyond. To do this, we aim to provide a safe, caring and stimulating environment.

We endeavour to develop religious, moral, and social values and promote discipline, behaviour, excellent personal manners and promote mutual respect for all.

To do this we have a behavioural system which is based on the values of justice, forgiveness and responsibility and aims to encourage self-esteem, self-discipline and positive relationships within peers and with staff.

Our behaviour policy is designed to encourage positive conduct but also to teach that negative behaviour and the breaking of rules has consequences. The policy aims to teach self-discipline through reflection and consideration of how negative behaviour affects those around them. Behaviour has direct effect on the learning of all the children, therefore it is important to deal with any behaviour issues quickly and effectively so all children can continue to work to their full ability.

Parents Role

Parents have a vital role to play in their children's education and personality building. It is very important that they support their child's learning and fully co-operate with the Madrasah. We are very conscious of the importance of parental support and therefore request all parents/guardians to read and respect the behaviour policy and support us with its implementation.

Parents are our partners in promoting the development of self-discipline and appropriate, respectful Islamic behaviour. It is therefore compulsory on the parents to work together with the Madrasah to teach the students accountability, responsibility, self-esteem and respect for self and others.

Parents'/Guardians' responsibilities

1. To ensure that the child attends Madrasah session regularly.
2. To ensure that the child arrives at correct times as described in 'Madrasah operating times' document.
3. To inform Madrasah at least 15 minutes before the class starting time if your child is going to be absent.
4. To ensure that the child enters Madrasah building safely and is collected from the entrance door at the end of each session. Small children should never be expected to navigate through moving traffic in car park. Instead, parent / guardian must accompany children to and from Madrasah entrance door. (Madni Madrasah accepts no responsibility for the safety of children outside of the Madrasah building, including in ICEA car parks).
5. To collect the child within 10 minutes of session ending time as we are not able to look after children after the Madrasah sessions end. If due to unforeseen circumstances you are unable to reach Madrasah on time to collect your child, you must call Madrasah to inform us so that we make adequate arrangements to safeguard your child until you arrive.
6. If for any reason you need to collect your child early, this has to be prearranged by calling Madrasah administrator before arriving at the Madrasah.
7. Drive extremely carefully and consider safety of pedestrians when dropping and collecting your children.
8. Do not park on double yellow lines at any time as this creates safety hazard for pedestrians crossing the road.
9. To monitor the child's Madrasah work by ensuring that homework is completed and by encouraging child's accomplishments.
10. To ensure that Islamic dress code is observed and the child attends class in the prescribed attire.
11. To teach and reinforce the importance of respecting teachers and peers, paying attention in class, and observing the rules and regulations.
12. To participate meaningfully in parent / teacher meetings to discuss the child's progress and areas that need improvement as well as discuss report cards with their child and jointly strives for improvement.
13. To contact Madrasah administrator if parents/guardians have any concerns about the welfare of the child.
14. To provide the Madrasah with feedback and constructive suggestions and solutions.
15. To conduct themselves in a courteous and responsible manner. To use appropriate language at all times.

16. To be respectful, polite and cooperate with other parents, teachers, admin staff and other staff members. Any untoward behaviour, use of foul language, physical or verbal misconduct will not be tolerated and will be subject to a reprimand, disciplinary action or in severe or repeated cases, exclusion of your child/ren.
17. To pay the Madrasah fee and other cost such as books etc on time.
18. To ensure that child is fully briefed about the 'Code of Conduct for Students' and their responsibilities towards adhering to all the Madrasah rules and regulations.
19. To fully co-operate with Madrasah in its implementation of the disciplinary rules and code of conduct.

Disclaimer:

Users of ICEA free car parks do so at their own risk. ICEA will not accept liability for any accident, loss or damage to vehicle or property in its car parks.

ICEA accepts no responsibility for the safety of children outside of the Madrasah building, including in ICEA car parks. Therefore it remains parent's / guardian's responsibility to ensure safety of the child to and from the Madrasah building.

Code of conduct for Students

It is crucial that students respect the Madrasah learning environment. A learning environment begins with healthy self-esteem and respect for others. Any untoward behaviour, use of foul language, physical or verbal misconduct will not be tolerated in the Madrasah and will be subject to a reprimand, disciplinary action or in severe or repeated cases, a dismissal.

All students are expected to fully adhere to following 'Code of Conduct'.

1. To attend the Madrasah regularly and on time, that is, to arrive no later than and depart no earlier than the set times for the classes.
2. To attend all classes unless genuinely excused by the Madrasah administration on request of parent / guardian.
3. To wear the prescribed Madrasah uniform when attending lessons.
4. To attend Madrasah having correct textbooks and other learning material.
5. To come to Madrasah in Wuddu, ready to learn, participate in class, and with all assigned homework completed, including preparation for tests etc.
6. To conduct in a respectful and responsible manner at all times.
7. To use appropriate language at all times.
8. To be respectful, polite and cooperate with other students, teachers and volunteers.
9. To keep the Madrasah tidy and respect Madrasah property.
10. To obtain permission from the class teacher as well as Madrasah admin prior to leaving Madrasah premises during the hours of operation.
11. To not switch on mobile phone when on Madrasah premises.

While in class;

- a) To sit in classroom in a respectful manner
- b) Not to speak when the teacher is speaking
- c) To get on with the task set for you
- d) To put your hand up when you would like to speak
- e) Make no disruptive noise or gestures.
- f) Not to leave class or seat without teacher's permission
- g) Treat others and their property with respect.
- h) To keep the room tidy
- i) No eating or chewing gum during class time
- j) To keep up with their group learning schedule
- k) To Take care of equipment and other learning materials in the class. Negligence and damages by/from students will result in paying for the cost of replacement.

Mobile phone policy

Students are not allowed to use or switch on mobile phone at Madrasah premises. If a student brings in mobile phone, it must be switched off at all times when student is in Madrasah premises.

If any student is found to be using mobile phone in Madrasah building, the phone will be confiscated for the duration of the session and will be returned at the end of session. Repeat offenders will be subject to a reprimand, disciplinary action.

Sanctions

Whilst accepting the positive elements of this system it should be understood by ALL that sanctions are put in place for when students misbehave or break Madrasah rules.

“Sanctions” show the penalties relative to the seriousness of the circumstances as well as the progression for continued failure to comply. Negative behaviour will be dealt with quickly and effectively. Verbal warnings will be given for the following:

1. Refusing instruction or disruptive behaviour
2. Talking whilst Ustad/Apa or someone else is talking to the class
3. Not paying attention in class when Ustad/Apa is teaching
4. Playing with stationary or other equipment when Ustad/Apa is teaching

For the second demonstration of misbehaviour following a verbal warning; this is classed as Sanction 1 which will result in 10-15 minutes detention after class.

Sanction 1 will be given without a verbal warning for the following:

1. Behaviour which may jeopardise safety, cause harm or have potential to cause harm
2. Running around the Madrasah premises
3. Out of class for longer than allowed by teacher when the class is in operation
4. Eating or drinking in Madrasah premises (students are allowed to keep one bottle of water they can use)
5. Not having the correct learning equipment for lesson
6. Coming late to Madrasah without a valid reason
7. Incorrect Uniform
5. Failure to complete homework on time (2 pieces in any calendar month)
6. Keeping mobile phone switched on in Madrasah

3 x Sanction 1s in any one LESSON will result in removal from the classroom and spending the remainder of the evening in detention, as well as resulting in Sanction 2.

3 x Sanction 1s in any one WEEK will result in Sanction 2.

The following will result in the student receiving Sanction 2 without any written comments:

1. Disrespectful behaviour towards Ustad/Apa or Madrasah staff
2. Refusing to follow instructions
3. Low level bullying and/or bad language
4. Leaving Class/Madrasah without permission

The following will result in the student receiving Sanction 3 without any written comments:

1. Serious bullying and/or Foul and abusive language
2. Physical abuse or violent conduct
3. Stealing, damaging or vandalism

Continued escalation of misbehaviour will result in increased sanctions. The aim of the policy is to deter this from happening but in event of repeated sanctions (S2s / S3s) further action will be required and may result in S4 or S5 (suspension or exclusion) at the discretion of the Head Teacher.

Sanction 1 (S1) Detention Same Day (05-10 mins)

Sanction 2 (S2) Detention Same Day (15-20 mins)

Sanction 3 (S3) Longer detention – amount of time at discretion of head teacher. Detention may be planned for future date. If a 2nd session student is given sanction 3, parent may be asked to bring the child to Madrasah at an earlier time on the day of detention.

Sanction 4 (S4) Suspension will be followed by head teacher asking parent to attend a meeting. The outcome of the meeting could be one of the following;

- a) Written warning and re-instatement into original class / session
- b) Written warning and re-instatement into a different class / session
- c) Final written warning and re-instatement into original class / session (Further misconduct within 30 days will result in Sanction 5 being applied)
- d) Final written warning and re-instatement into a different class / session (Further misconduct within 30 days will result in Sanction 5 being applied)
- e) Exclusion from Madrasah

Sanction 5 (S5) Exclusion from Madrasah

DECLARATION

Statement to be read and signed by the parent / guardian*

Full name of Child.....

I (parent / guardian name)..... am parent / guardian of the above named child. I confirm that I've read and understood this document 'Parent and Student Charter' and I fully agree to the content in its entirety. Furthermore I also confirm that I have briefed the child named above about the section 'Code of conduct for Students' as well as 'Sanctions' section. I pledge to fully co-operate with Madni Madrasah in implementing this charter.

Signature..... Date.....

**Online applicants: If you're applying for admission online and viewing this document via our website, please tick the relevant box on our online webpage to confirm you have read the content of this document and fully understand and agree to it.*