



Peterborough Husaini Madrasah

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**HUSAINI MADRASAH
POLICIES AND PROCEDURES
PARENTS' GUIDE
2013/14**

(AUGUST 2013)

PETERBOROUGH HUSAINI MADRASAH POLICIES

1. Aim

- 1.1 The aim of the Peterborough Husaini Madrasah (hereafter to be referred to as “the Madrasah”) is to work in partnership with parents to promote the spiritual, ethical and moral wellbeing of its students through appropriate Islamic teachings.

2. Curriculum

- 2.1 The curriculum, which is based on the Holy Qur'an and teachings of the Holy Ahlulbayt (AS), should support this aim and be under constant review.

3. The Madrasah Calendar

- 3.1 Madrasah classes will be held every Saturday from 10.00am to 1.30pm during term time, except during the first 10 days of Muharram, the 30th to the 40th day after Ashura and Mahe Ramadhan.
- 3.2 A calendar of the academic year will be made available to parents and students at the start of the academic year.
- 3.3 The Madrasah may be cancelled at short notice if the Husaini Islamic Centre (hereafter to be referred to as “the Centre”) is needed for funeral of a Jama'at member or other reason if agreed by the Jama'at Office Bearers and Principal. Every reasonable effort will be made to communicate details of such cancellations to parents by text, Madrasah and Jama'at emails as soon as possible.
- 3.4 For the safety of our students, the Madrasah may also be cancelled at short notice due to adverse weather conditions. Every reasonable effort will be made to communicate details of such cancellations to parents by text, Madrasah and Jama'at emails as soon as possible.

4. Teachers and Teaching Methods

- 4.1 All teachers at the Madrasah are unpaid volunteers, doing so for the pleasure of the Almighty (SWT).
- 4.2 In order to support them in their duties, teachers attend annual teacher training sessions and regular meetings with the Principal, Administration team and other teachers.
- 4.3 A number of teaching methods are employed, dependant on the ages of children being taught.
- 4.4 Methods include, but are not limited to, the following:
- Teaching in regular classroom based lessons using the Madrasah manuals, worksheets and role play
 - Conducting workshops using demonstrations and practical activities

5. Performance Assessment

- 5.1 The Madrasah supports a system of continuous assessment in order to evaluate students' performance.
- 5.2 A number of performance assessment methods are employed, dependant on the ages of children being taught.
- 5.3 Methods include, but are not limited to, the following:
 - Homework assignments
 - Informal tests and pop quizzes
 - Mid-year projects
 - End of year exams

6. Admission

- 6.1 The Madrasah will admit a child who is aged four and above on or before 31st August 2013. All students will be placed in the class appropriate to their age in line with normal school admission criteria.

7. Enrolment and Fees

- 7.1 An enrolment form, available from the Administration team, must be completed and submitted for each Madrasah student together with payment of the Madrasah fee of £15 (fifteen pounds). The fee should be settled on or before the first day the student starts Madrasah.
- 7.2 If any parent/guardian would face financial difficulties in making this payment, please speak to the Principal in strict confidence.

8. Attendance

- 8.1 Students' progress at the Madrasah is our first priority and parents are requested to encourage their child(ren)'s regular attendance in order to fully benefit from the curriculum.
- 8.2 If a parent knows that their child(ren) is/are going to be absent from the Madrasah for a lengthy period of time, they are requested to inform their child(ren)'s respective teachers and to discuss with them the possibility of work being set for completion at home to ensure that they are at the same level as the other students in their class(es).

9. Behaviour

- 9.1 The Madrasah behaviour policy aims to promote good behaviour and the Madrasah expects every student to behave in a way that represents the teachings of the Holy Qur'an and the Holy Ahlulbayt (AS).
- 9.2 Disciplinary action may be taken on students who infringe behaviour rules whilst at Madrasah. The action will depend on the severity of the infraction.

10. Dress Code

- 10.1 Correct Islamic clothing, in line with the teachings of the Holy Qur'an and the Ahlulbayt (AS), should be observed by students whilst at the Centre. Emblems and logos on clothing should not be rude, obscene, anti-Islamic or contain any swear of words.
- 10.2 The Madrasah requests that all children attending the Madrasah adhere to the dress code expectations outlined below:
- 10.2.1 Boys – All classes: Boys should be smartly dressed in long trousers (no shorts) and tops (not sleeveless)
- 10.2.2 Girls – Reception and Year 1: Girls should be smartly dressed in clothes that cover their bodies (including full legs and upper arms)
- 10.2.3 Girls – Year 2 and Year 3: Girls should be smartly dressed in clothes that cover their bodies (including full legs and full arms) and hair
- 10.2.4 Girls – Year 4 and above: In order to observe their wajibaat, girls should wear full hijab which covers their bodies (including full legs and full arms), feet and hair. In support of this requirement, the Madrasah uniform for girls in Years 4 and above is to wear an abaya (or similar), headscarf and socks
- 10.3 If any student comes to Madrasah wearing inappropriate clothing, the parent/guardian may be called and the student sent home.

11. Health and Safety

- 11.1 The health and safety of our students are of paramount importance. Parents are requested to provide details of their children's current medical conditions and allergies that may affect their behaviour, attendance or performance on the enrolment form as well as details of any medication that needs to be taken during Madrasah time.
- 11.2 Please note that the Madrasah cannot assist with the administering of any prescribed medication unless formally agreed by the Principal and the parent.
- 11.3 A basic first aid kit will be kept in the Madrasah office for minor injuries. All incidents will be recorded.
- 11.4 If a child sustains a minor injury whilst at the Madrasah, a member of staff will arrange for a first aider to administer first aid as required. If deemed necessary, the parents will be called.
- 11.5 If a child sustains a more serious injury, a first aider will administer first aid as required and the parents will be called. If deemed necessary, an ambulance will be called to treat the child.
- 11.6 If a child has suffered with sickness (vomiting or diarrhoea) within 48 hours of the day of Madrasah; parents are requested not to send them to Madrasah in order to avoid the risk of any infection spreading.
- 11.7 For the safety and safeguarding of the children, teachers, members of the Administration team and the Governing Body have been Disclosure and Barring Service (DBS), previously Criminal Records Bureau (CRB), checked.

12. Security

- 12.1 No student will be permitted to leave the premises at any time during the Madrasah day (including breaks) except in an emergency or if accompanied by the student's parent (in either case, a member of the Administration team must be made aware).
- 12.2 If written consent has been received from any parent allowing their child to leave the premises during Madrasah time, then it will be understood and agreed that the parent assumes full responsibility for their child and that the Madrasah will not in any way be held responsible for that child whilst off the premises.

13. Fire and Evacuation Procedures

- 13.1 All students will be made aware of their nearest fire exit. In the event of the fire alarm sounding, all students must vacate the premises in an orderly manner as quickly as possible. Teachers and members of the Administration team will provide assistance as necessary.
- 13.2 Students must listen to and follow instructions being given by the Fire Marshalls and must meet at the assigned assembly points where a register will be taken. Students will not be permitted to look for, collect or go back for any belongings until the premises are deemed safe.
- 13.3 A full fire drill will take place once every year to ensure that all children are reminded of the procedures.

14. Madrasah Field Trips

- 14.1 If a class is going on a Madrasah field trip, then a signed consent form must be completed and submitted by the parent to the Madrasah Administration team at least one week before the trip.
- 14.2 If this is not possible, then parents can email the Madrasah Administration team, copying the class teacher for information only, giving consent up to one day before the trip.
- 14.3 Consent forms should NOT be given to anyone other than the Madrasah Administration team, this includes the teacher and the principal.
- 14.4 Under no circumstances are the following acceptable:
 - Verbal consent to the teacher, Administration team or the Principal
 - Consent via any means, other than those stated above
 - No consent forms will be accepted on the day of the field trip
- 14.5 If your child will not be attending the field trip, the teacher/Madrasah Administration team will make alternative arrangements for them.
- 14.6 If your child is attending the field trip, then normal Madrasah rules apply.

15. Parental Support

- 15.1 Parents are pivotal in the success of their children in acquiring Islamic education at Madrasah. The parents' responsibilities include:
- Ensuring that their child attends Madrasah regularly and punctually, or when not possible, notifying a member of the Administration team of their absence
 - Making arrangements to make up for missed classes
 - Ensuring that their child is appropriately dressed for the Madrasah.
 - Reinforcing the importance of respecting teachers, peers and fellow students and the importance of observing Madrasah rules and regulations.
 - Reviewing with their child material taught at Madrasah and ensuring that all homework assignments are completed on time.
- 15.2 Parents are our partners in promoting the development of self-discipline and appropriate, respectful Islamic behaviour. As such, discipline is a shared responsibility between the home and the Madrasah. It is therefore incumbent on both the parents and the Madrasah to work together to teach the students accountability, responsibility, self-esteem and respect for ones' self and others. Together we can better promote a positive environment of Islamic morals and values with which each individual can flourish.
- 15.3 A formal teacher-parent conference will take place within the academic year. The purpose of this is to help parents to:
- Understand the areas to be covered in each subject
 - Make arrangements to make up for missed classes
 - Discuss ways in which they could work with the teachers towards their child(ren)'s progress
 - Track the students' progress
- 15.4 Parents are encouraged to maintain communication with teachers of their children throughout the year to show care and active encouragement of their children.
- 15.5 Parents are requested to observe Islamic dress whilst on the Madrasah premises.

16. Grievance Procedure

- 16.1 The Madrasah hopes that parents will be pleased with the standard of Islamic education and care that their children receive at the Madrasah. However, there may be an occasion when you wish to express your concern or make a complaint. The following section explains the stages of the grievance procedure process.
- 16.2 Stage 1 – Informal complaints:
- 15.2.1 Parents should verbally raise complaints or concerns with the child's class teacher

15.2.2 If not satisfactorily resolved, the parent should then verbally approach the Principal

Every effort will be made to resolve the problem at this informal stage within two weeks of the date that the complaint or concern is raised with the Principal. Parents who remain dissatisfied at this stage have the opportunity to make a formal complaint.

16.3 Stage 2 – Formal complaints:

15.3.1 Formal written complaints should be made to the Principal

15.3.2 If not satisfactorily resolved, the parent should contact the Madrasah Governing Body in writing

The Governing Body will determine a method of investigation and a formal response will be sent to the parent within two weeks of their letter, setting out any decisions and the reasons for them. Parents who remain dissatisfied after the stage 2 investigation may appeal to the Jama'at.

16.4 Stage 3 – Appeal:

15.4.1 Formal written appeals should be made to the Jama'at Office Bearers

15.4.2 There is no provision for further appeal beyond consideration by the Office Bearers

The Jama'at Office Bearers will determine a method of further investigation and a formal response will be sent to the parent within two weeks of their letter, setting out any decisions and the reasons for them.

16.5 Please note that the Governing Body/Office Bearers will not be able to entertain any complaint unless it has been through all the approved stages and is formally written.