

Madrassa - E- Haideria Sheffield

MADRASSA - PARENTAL AGREEMENT

All parents of children attending the Madrassa must complete the Madrassa - Parental Agreement. This agreement includes the terms and conditions for attendance and behaviour

General information:

Classes are for children aged 6-16 years old. Classes will cover Quran teaching, Islamic history, Akhlaq, Fiq and Namaz. Your child will receive regular homework and tests. Please support your child with their homework. Regular updates will be available on the Aliwaley website: www.aliwaley.org

Timings:

Madrassa classes run from **11.00am - 2.00pm**, therefore parents and carers are asked to bring children to madrassa from **10.45- 10.55am**.

Lates:

late arrivals will not be allowed to attend the madrassa session as this causes disruption to learning. However if you know you are going to be late please contact Molana Jaffar Mehdi.

Attendance:

It is compulsory to attend all session and if you are unable to attend any session please inform your child's Madrassa teacher or Molana Jaffar Mehdi.

All parents must bring children into the madrassa and complete the daily register. Children also need to be collected from inside the Madrassa at the end of the session. Please do not drop children off outside the madrassa regardless of the age of the child.

Dress Code: Girls: Loose abaya, head scarf covering the neck part with no makeup or nail varnish and minimal or discrete jewellery.

Boys: No shorts, jewellery (i.e. Earrings) or hats (aside from Muslim prayer hats) / hoods.

Fees: A fee of £5.00 per month per child must be paid each month. This can be paid monthly, quarterly or annually. *A discount of £10 will be applied if paid annually

Safeguarding:

The madrassa is committed to the safety and well-being all its learners. The designated child protection officer and safeguarding lead is **Molana Jaffar Mehdi**. Please see madrassa safeguarding and child protection policies.

The Madrassa recognises there may be instances when the administering of first aid will be necessary, and therefore the Madrassa will always make reasonable attempts to ensure that a sufficient number of staff and volunteers are appropriately trained to administer first aid. For further details please see first aid and administering first aid policy.

Designated first aid officers are Dr Jafar, Syed Zheeshan Naqvi, Madeha Naqvi.

Code of Conduct

The madrassa uses a positive behaviour approach and good akhlaq will be rewarded.

Good Akhlaq:

Positive akhlaq will earn **green cards** for actions such as:

- Demonstrating helpful behaviour - helping peers, carrying bags, helping with furniture, sharing, etc.
- Actively participating in lesson - putting hands up, answering questions correctly
- Demonstrating supportive behaviour towards peers, e.g. encouraging participation
- Exceptional piece of work
- 100% attendance and punctuality
- Taking an initiative: e.g. clearing up rubbish that doesn't belong to them

Unacceptable Behaviour:

Unacceptable behaviour will result in either a yellow or red card issued by a teacher. When a teacher has given a clear instruction for a student to stop an unacceptable behaviour twice, and the student continues their inappropriate behaviour, a **yellow card** may be issued:

- Eating or drinking in class
- Talking while others are talking (teacher or students) during lesson
- Not paying attention in class
- Chewing gum
- Being disrespectful to others (teacher or student) / calling out/ answering back / late to class / lesson
- Throwing objects around
- Leaving mess at the end of a lesson
- Misusing Madrassa property (e.g. writing on tables)
- Inappropriate clothing / hijab - nail varnish or not adhering to the dress code
- Insolent behaviour / attitude
- Unauthorised use of phone in class - Teachers to confiscate phones. Confiscated phones can only be given to parents of student.

Red cards:

Red card will be issued for repeating of any yellow card offence twice. Straight **red cards** may also be issued for the following offences:

- Bullying
- Swearing
- Fighting
- Inappropriate language towards any member of Madrassa

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Procedure:

Our vision at the Madrassa is nurturing a community of students that exhibit the features of the Ahlul Bayt (AS). Therefore, our teachers will make every effort to provide an environment in which children can learn successfully by using effective classroom management techniques, setting clear expectations and providing engaging and varied lessons.

Only as a last resort, will the teacher manage children's behaviour through the behaviour management system as per the procedure below:

- 2 verbal warnings
- 1st offence - First Yellow Card: Admin will inform parents
- 2nd offence - Second Yellow Card: Admin will inform parents
- 3rd offence - Red Card: Student sent to office and parents will be called in the same day if possible
- Two red cards in one term: Possible suspension for the remainder of the term

I have read & agree to the above conditions and I will support my child's education at the Madrassa .

Name of Parent:

Signature of Parent:

List name of child(ren):

Signature of Maulana: Date:

Madrassa administration and staff will always to provide a positive learning environment and we want to work with the parents and children to make this a positive experience for all.