

AL MAHAD AL ISLAMI

WORCESTER MADRASAH

Worcester Muslim Welfare Association | Tallow Hill, Worcester. WR5 1JU. www.wmwa.co.uk

WELCOME

The mission of WMWA Madrasah is to educate the Muslim youth of today who represent our future.

It is essential that we provide our children with high quality Islamic education at the right stage of their lives. This needs to be taught by teachers who themselves have a strong foundation and understanding of Islamic education. This will equip children with the knowledge and skills needed to become active members of society whilst firmly holding on to their religious identity. They will have a true, pure and sincere love and respect for Allah the Almighty, our beloved Prophet (peace be upon him), the holy Qur'an and the Sunna whilst understanding the objectives of this world.

By enrolling your child with us, your child will be able to learn about the basic foundations of Islam formally such as Fiqh, Qur'an, Hadith, Tauhid, History of Islam and our Prophet (peace be upon him). The formal Islamic education will keep the values and basics of Islam ingrained into the life of a child InshaAllah.

WHY CHOOSE US?

- Structured syllabus taught by qualified & experienced staff (all DBS checked)
- High quality Qur'anic teaching with Tajweed (pronunciation) rules
- Development of 'Ilm (Knowledge) 'Aml (Practices) & Akhlaq (Etiquettes)
- Enjoyable and productive environment
- Small classes
- Affordable fees

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FOUNDATION//

FOUNDATION CLASS LEVEL 1 TIMETABLE (*Nabila Bibi*)

Mixed class, age range 5 – 7 years old. This class is essentially a reception class. Our aim is to make children to settle in the Madrasa environment. Children can enrol anytime of the year in this class. This class will feed in to **FOUNDATION LEVEL 2**. Important emphasis is on the pronunciation of the letters (Makharij).

	Subject	Topics
1	QURAN	Madani Qaida (Dawat-e-Islami) - Ta'awuuz and Tasimiyah (memorise) - Lesson 1 - 21, Individual letters, Compound Letters, Harakaat (Zabar, Zayr, Paysh), Tanween, Maddah, Khari Harakaat, Leen, Sukoon, Izhar & Ikhfa, Tashdeed, Idgham, Iqlaab, Meem Saakinah, Maddat, Muqatta Letters.
2	FIQH	Dua & Salah (Karimia Institute) Children should memorise the following: - Learn method of Ablution (Wudu), demonstrate practically. - Salah - Takbeer, Sana, al Fatiha - Dua and Creed - Emaan Mufasil, Emaan Mujamil, dua going to the toilet, dua for entering masjid and dua for leaving the Masjid, duas for knowledge. - Kalima's 1-3
3	RESOURCES	Qaida App (Makharij) https://play.google.com/store/apps/details?id=com.dawateislami.madanigaida.pro&hl=en_US&gl=US Wudu https://www.youtube.com/watch?v=93kjPt6ajaA Dua's https://www.youtube.com/watch?v=UKmZLEExiQ

FOUNDATION CLASS LEVEL 1 TIMETABLE *(Nabila Bibi)*

DAY	4:30 – 4:40	4:40 – 5:00	5:00 – 5:30	5:30 – 6:00	6:00 to 6:15	6:15 – 6:30
MONDAY	Registration	Dua / Salah	Madani Qaida		Madani Qaida (Repeat previous Sabaq)	
TUESDAY	Registration	Dua / Salah	Madani Qaida		Madani Qaida (Repeat previous Sabaq)	
WEDNESDAY	Registration	Dua / Salah	Madani Qaida		Madani Qaida (Repeat previous Sabaq)	
THURSDAY	Registration	Dua / Salah	Madani Qaida		Madani Qaida (Repeat previous Sabaq)	
FRIDAY	Registration	Dua / Salah	Working through Madani Qaida with Makharij with Ustad Amr			
MONTHLY TOPIC ASSEMBLY ON A FRIDAY AND AWARD CEREMONY						

FOUNDATION CLASS LEVEL 2 TIMETABLE *(Hifsa Kausar & Asjad Mehrban)*

Girls (individual) and boys (individual) age range 5 – 9 years old. Important emphasis should be on the pronunciation of the letters (Makharij).

	Subject	Topics
1	QURAN	Madani Qaida (Dawat-e-Islami) & Quran - Lesson 1 - 21, Individual letters, Compound Letters, Harakaat (Zabar, Zayr, Paysh), Tanween, Maddah, Khari Harakaat, Leen, Sukoon, Izhar & Ikhfa, Tashdeed, Idgham, Iqlaab, Meem Saakinah, Maddat, Muqatta Letters. - Quran Juz Amma - Quran Para 1 - 5
2	FIQH	Dua & Salah (Karimia Institute) Children should memorise the following: - Learn method of Ablution (Wudu), demonstrate practically. - Salah - Takbeer, Sana, al Fatiha, Al Ikhlas, Tashahud, Durood Ibrahimi, Dua - Dua and Creed - Emaan Mufasil, Emaan Mujamil, dua going to the toilet, dua for entering masjid and dua for leaving the Masjid, duas for knowledge, Prayers for Night & Day - Kalima's 1-6
3	RESOURCES	Wudu https://www.youtube.com/watch?v=93kjPt6ajaA Dua's https://www.youtube.com/watch?v=UKmZLEExiQ Juz Amma https://www.youtube.com/watch?v=Vd0w2E6G1wA

FOUNDATION CLASS LEVEL 2 TIMETABLE *(Hifsa Kausar)*

DAY	4:30 – 4:40	4:40 – 5:00	5:00 – 5:30	5:30 – 6:00	6:00 to 6:15	6:15 – 6:30
MONDAY	Registration	Dua / Salah	Madani Qaida		Madani Qaida (Repeat previous Sabaq)	
TUESDAY	Registration	Dua / Salah	Madani Qaida			
WEDNESDAY	Registration	Dua / Salah	Madani Qaida		Madani Qaida (Repeat previous Sabaq)	
THURSDAY	Registration	Dua / Salah	Madani Qaida			
FRIDAY	Registration	Dua / Salah	Working through Madani Qaida with Makharij with Ustad Amr			
MONTHLY TOPIC ASSEMBLY ON A FRIDAY AND AWARD CEREMONY						

FOUNDATION CLASS LEVEL 2 TIMETABLE (*Asjad Mehrban*)

DAY	4:30 – 4:40	4:40 – 5:00	5:00 – 5:30	5:30 – 6:00	6:00 to 6:15	6:15 – 6:30
MONDAY	Registration	Dua / Salah	Madani Qaida		Madani Qaida (Repeat previous Sabaq)	
TUESDAY	Registration	Dua / Salah	Madani Qaida			
WEDNESDAY	Registration	Dua / Salah	Working through Madani Qaida with Makharij with Ustad Amr			
THURSDAY	Registration	Dua / Salah	Madani Qaida			
FRIDAY	Registration	Dua / Salah	Madani Qaida		Madani Qaida (Repeat Previous Sabaq)	
MONTHLY TOPIC ASSEMBLY ON A FRIDAY AND AWARD CEREMONY						

INTERMEDIATE//

INTERMEDIATE CLASS (*Ghulam Shabir & Lubna Abbas*)

Girls (individual) and boys (individual) age range 8 – 11 years old. Important emphasis should be on the pronunciation of the letters (Makharij) and Tajweed

Subject		Topics
1	QURAN	Quran & Lets Learn Tajweed - Quran Juz Amma (learn memorisation of Surahs 105 – 114), Quran Para 1 - 30 - Lets Learn Tajweed lesson 1 - 9
2	FIQH	Dua & Salah (Karimia Institute) On going memorisation of Dua and Salah book, children should know the following - Wudu (Ghusl and Tayammum, Adhan, Salah and how to perform Salah (fiqh of salah), how many rakats in salah, Witr Dua - Dua and Creed - Emaan Mufasil, Emaan Mujamil, dua going to the toilet, dua for entering masjid and dua for leaving the Masjid, duas for knowledge, Prayers for Night & Day, dhikr and duas after salah - Kalima's 1-6
3	SIRAH LEVEL 1 & 2	Lets learn Islam Level 1 - Morals in Islam, to be just and fair, to be patient, not to be jealous, not to be greedy & to be sincere - Sirah of the Messenger ﷺ - Year 570AD to Ali ibn talib accepts Islam Lets learn Islam Level 2 - Manners in Islam, page 33 - 35 - Sirah of the Messenger ﷺ - the first call to islam to the miracle of the goat.

INTERMEDIATE CLASS TIMETABLE (*Ghulam Shabir*)

DAY	4:30 – 4:40	4:40 – 5:00	5:00 – 5:30	5:30 – 6:00	6:00 to 6:15	6:15 – 6:30
MONDAY	Registration	Dua / Salah	Working through Quran with Qiraat and Tajweed with Ustad Amr		Quran (Juz Amma) Collective Recitation	
TUESDAY	Registration	Dua / Salah	Working through Quran with Qiraat and Tajweed with Ustad Amr		Testing Previous Sabaq	
WEDNESDAY	Registration	Dua / Salah	Quran Collective Recitation		Quran Independent Reading	
THURSDAY	Registration	Dua / Salah	Quran Collective Recitation		Quran Independent Reading	
FRIDAY	Registration	Lets learn Islam Revision			Lets learn Islam	
MONTHLY TOPIC ASSEMBLY ON A FRIDAY AND AWARD CEREMONY						

INTERMEDIATE CLASS TIMETABLE (*Lubna Abbas*)

DAY	4:30 – 4:40	4:40 – 5:00	5:00 – 5:30	5:30 – 6:00	6:00 to 6:15	6:15 – 6:30	
MONDAY	Registration	Dua / Salah	Quran Collective Recitation		Quran (Juz Amma) Collective Recitation		
TUESDAY	Registration	Dua / Salah	Quran Collective Recitation		Testing Previous Sabaq		
WEDNESDAY	Registration	Dua / Salah	Quran Collective Recitation		Quran Independent Reading		
THURSDAY	Registration	Dua / Salah	Working through Quran with Qiraat and Tajweed with Ustad Amr				Quran Independent Reading
FRIDAY	Registration	Lets learn Islam Revision			Lets learn Islam		
MONTHLY TOPIC ASSEMBLY ON A FRIDAY AND AWARD CEREMONY							

ADVANCED//

ADVANCED CLASS

Girls (individual) and boys (individual) age range 11 – 14 years old. Important emphasis should be on the pronunciation of the letters (Makharij) and Tajweed. The students must attend the **ADVANCED ISLAMIC STUDY CLASS**.

	Subject	Topics
1	QURAN	Quran & Lets Learn Tajweed - Quran Juz Amma (Memorisation), Quran Para 1 - 30 - Lets Learn Tajweed lesson 1 – 9
2	FIQH	Dua & Salah (Karimia Institute) On going memorisation of Dua and Salah book, also children should know the following - Previous targets of foundation and intermediate - Funeral prayer, Eid prayer, Jummah prayer - Ayatul Kursi - Cleansiness, Puberty, Ritual bath - Girls only, menstruation, Ghusal hayd, Nifaas, Istihadha
3	ADVANCED ISLAMIC STUDIES	Beautiful Life of The Holy Prophet ﷺ by Sheikh Imdad Hussain Pirzada - World before The Holy Prophet - What notable people in History have to say about our Master ﷺ - Need for A Prophet in the Makkah society based on the state of the word - The Blessed Birth - The Blessed Childhood - The Blessed Adulthood - The Blessed Revelation

		- Situation of Makkah - Islam in It's early stages (how the Muslims overcame difficult situations such as opposition from family members and friends.) - The valley of Hazrat Abu Talib. - Situation in Taif with lessons learned. - Reverting of Sayyiduna Umar (R). - Plot against the Muslims. - The Blessed Migration - Loyalty of Hazrat Abu Bakr (R) and the great troubles Muslims faced (when they migrated, leaving everything behind). - Battles of Badr, Uhud, Khandaq etc. - Treaty of Hudaibiyaah - invitation to Islam for leaders. - Conquest of Makkah - The Blessed Last Sermon - Precious Pearls from the Blessed Seerah. - Aftermath and background on the Khulafa Rashideen - Sifaat of Prophets - Infallibility of Prophets - Rank of Prophets compared to general creation Dawul Maali (Classical Arabic book on Aqaid, commentary by Mulla Ali Qari (R)) - Main objections against Islam (using Islam in the 21st century book by Sheikh Pirzada and other notable works for more detail). - Aqeedah: Essential Islamic beliefs to highlight our understanding of ALLAH and how our undersecretary differs from other religions alongside what we have in common. Sifaat of ALLAH - Dawul Maali / Jawaharah al tawhid (Classical arabic books) : used to explain THE SIFAAT in a more detailed way. - The Blessed Sifaat and What They entail. - Understanding of Tawhid and why it is different to other world religions. - The importance of Ilm ul Kalaam. - Essential Islamic creed End of times - Islamic beliefs by Imdad Hussain Pirzada alongside beneficial notes from Dawul Maali other works for students to appreciate the importance and value of these important subjects - death and barzakh along with narrations - need for day of judgement
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		- the minor signs with commentary - the major sins with commentary such as Dajjal, Yajuj and Majuj - The descent of Isa (AS) - The trumpet being blown - Resurrection and justice. - Main event of Qiyaamah (The mizan, Siraat, Shafaah.) - Who can intercede along with narrations - The people being placed in Jannah and Jahannam. Reality of Muslims in the 21st century & Human rights: by Sheikh Imdad Hussain Pirzada - Objections against The Blessed Seerah/ Answering main objections against Islam,. - why it is incumbent for Muslims to Honour our Holy Prophet ﷺ - The Age of Sayyidah Ayesha (R) - infallibility of The Blessed Prophets according to the Ahle sunnah (Infallibility in more detail with proofs from classical sources and scholars of the past) - Proofs of the Mawlid and its significance - Hijab and laws governing it - understanding apostasy and its context
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ADVANCED CLASS TIMETABLE (*Khalil Jabran*)

DAY	4:30 – 4:40	4:40 – 5:00	5:00 – 5:30	5:30 – 6:00	6:00 to 6:15	6:15 – 6:30
MONDAY	Registration	Dua / Salah	Working through Quran with Qiraat and Tajweed with Ustad Amr		Quran (Juz Amma) Collective Recitation	
TUESDAY	Registration	Dua / Salah	Working through Quran with Qiraat and Tajweed with Ustad Amr		Quran (Juz Amma) Collective Recitation	
WEDNESDAY	Registration	Islamic Studies				
THURSDAY	Registration	Dua / Salah	Quran Collective Recitation		Quran Independent Reading	
FRIDAY	Registration	Dua / Salah / Sabaqi			Testing Previous Sabaq	
MONTHLY TOPIC ASSEMBLY ON A FRIDAY AND AWARD CEREMONY						

ADVANCED CLASS TIMETABLE (*Farida Akhter*)

DAY	4:30 – 4:40	4:40 – 5:00	5:00 – 5:30	5:30 – 6:00	6:00 to 6:15	6:15 – 6:30
MONDAY	Registration	Dua / Salah	Quran (Collective Recitation)		Quran (Juz Amma) Collective Recitation	
TUESDAY	Registration	Dua / Salah	Quran (Collective Recitation & Independant)			
WEDNESDAY	Registration	Islamic Studies				
THURSDAY	Registration	Dua / Salah	Working through Quran with Qiraat and Tajweed with Ustad Amr			Quran (Juz Amma) Collective
FRIDAY	Registration	Dua / Salah / Sabaqi		Testing Previous Sabaq		
MONTHLY TOPIC ASSEMBLY ON A FRIDAY AND AWARD CEREMONY						

TAJWEED//

TAJWEED (AMR MOHAMMAD)

ALHAMDULILLAH we will be utilising the expertise of **SHEIKH AMR** where the students will listen to the Tilawah of the sheikh directly and practice the practical application of Tajweed, thus having a chance to practice their rules.

Subject		Topics
1	QAIDAH	Makharij (al-jawf, halq, lisan, Shafatain, Khaishoom - Lesson 1 - 21, Individual letters, Compound Letters, Harakaat (Zabar, Zayr, Paysh), Tanween, Maddah, Khari Harakaat, Leen, Sukoon, Izhar & Ikhfa, Tashdeed, Idgham, Iqlaab, Meem Saakinah, Maddat, Muqatta Letters. Lets Learn Tajweed lesson 1 - 9
2	QURAN, QIRAAT & HIFZ (JUZ AMMA)	Lets Learn Tajweed (Karimia Institute) - Lessons One to Lesson Nine - Applying Qiraat for reading Quran (Juz Amma) - Repeating Verses thus memorisation

TAJWEED CLASS (AMR MOHAMMAD)

DAY	4:30 – 4:40	4:40 – 5:00	5:00 – 5:30	5:30 – 6:00	6:00 to 6:15	6:15 – 6:30
MONDAY			Ustadh Kalil & Ustad Shabir Class			
TUESDAY			Ustadh Kalil & Ustad Shabir Class			
WEDNESDAY			Ustad Asjad Class			
THURSDAY			Baji Lubna & Baji Farida Class			
FRIDAY			Baji Hifsa & Baji Nabila Class			

MONTHLY ISLAMIC TOPICS (*COMING SOON*)

HIFAZ CLASS (*COMING SOON*)

MADRASAH REPORT

STUDENT NAME:		CLASS:	
TEACHER:			

	Very Good	Good	Satisfactory	Unsatisfactory
Effort in Class				
Behaviour				
Punctuality				

MARKS OUT OF 100					
Qaida/Quran		Makharij		Fiqh	
Tajweed		Dua's & Kalimas		Islamic Studies	
TOTAL					

COMMENTS

SIGNATURE		DATE:	
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STUDENT RECORD (QAIDA)

STUDENT NAME	LESSON NUMBER COVERED (PLEASE TICK)							
	01		02		03		04	
	05		06		07		08	
	09		10		11		12	
	13		14		15		16	
	17		18		19		20	
	21							
COMMENTS								

LETS LEARN TAJWEED

STUDENT NAME	LESSON NUMBER COVERED & DEMONSTRATED (PLEASE TICK)	
	01	
	02	
	03	
TEACHERS NAME	04	
	05	
	06	
	07	
	08	
	09	
COMMENTS		

TEACHERS RESPONSIBILITIES

- Plans, prepares and delivers lessons.
- Teaches according to the educational needs, abilities and attainment of the individual pupils and groups of students.
- Assigns work, corrects and marks regularly work carried out by his/her students.
- Assesses, records and reports on the development, progress, and attainment and behaviour of his/her students.
- Provides or contributes to oral and written assignments, reports and references relating to individual students or groups of students.
- Participates in arrangements within an agreed national framework for the appraisal of the student's performance.
- Promotes the general progress and well-being of individual students, groups of students or class/es entrusted to him/her.
- Provides guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice.
- Communicates, consults and co-operates with other members of the Madrasah staff, including those having posts of special responsibility and parents in the interest of pupils.
- Participates during Madrasah time and off Madrasah time in meetings held in the interest of the students.
- Reviews and evaluates his/her methods of teaching and learning and the teaching and learning programme/s within the WMWA Madrasah.
- Advises and co-operates with the Madrasah Education Officers in the preparations and development of courses of study, teaching material, teaching programmes, methods of teaching and assessment.
- Participates in further personal training and professional development as a teacher, including the attendance to in-service education and training courses prescribed by the Education Division of Madrasah.
- Maintains good order and discipline among pupils and safeguards their health and safety at any time and place when students are under his/her care.
- Participates in staff, group or other meetings for the better organisation and administration of the school, or related to the school curriculum.
- Contributes to the professional development of new teachers and student teachers according to arrangements agreed upon with the Head of Madrasah.
- Provides the necessary information and advice and makes the necessary requisitions and arrangements in connection with the teaching of the subject/s assigned to him/her.
- Ensures the safe custody of equipment normally used by him/her during lessons and sees to its regular servicing and maintenance.
- Attends Madrasah's assemblies/functions.
- Registers the attendance and fees of students under his/her care.
- Shares in any possible and reasonable way in the proper management, organisation, order and discipline of the Madrasah.

LESSON PREPARATION

While preparing lessons it would be good to consider the following points:

- What added value are you giving to the level of the pupil's educational achievement?
- How can you create ways of adding value to the pupils' education?
- How do you intend to test what has been achieved?
- What are your remedial plans?

EFFECTIVE CLASSROOM STYLE

In developing your style, it might help you to consider the following points

- Try to be as well-organised and efficient as you can;
- Show by your manner that you are looking forward to teaching the class and that you do not expect any problems;
- Make clear to the class what is expected and valued;
- raise good work;
- Review the balance between your positive and negative comments about pupils' work and behaviour;
- Always be vigilant – never ignore misbehaviour or it will get worse;
- Use bold gestures and positive facial expressions to reinforce your style of teaching;
- A calm, relaxed facial expression is characteristic of an effective teacher;
- Resist any temptation to use physical contact as a means of controlling disobedience or unruly pupils;
- Be sure to control your anger by dealing with pupils in a positive and assertive manner.

HOMEWORK AND STUDY

Regular, effective homework is an essential part of Madrasah's work for all pupils. The type and amount of homework that a teacher issues will vary from class to class. However it is essential to ensure that the homework given is compatible with the Madrasah's targets. Homework should consolidate the work done at Madrasah.

ACCOUNTABILITY

As a teacher you are expected to:

- Be punctual and give a full day's work;
- Be prepared for all lessons;
- Keep all students occupied and interested;
- Mark all work constructively;
- Monitor students' progress and keep an accurate record of it;
- Access the Ministry of Education website
- <https://www.gov.uk/government/organisations/department-for-education> and other relevant websites regularly as this keeps you informed about latest developments taking place.

PARENTS RESPONSIBILITIES

Parents have a vital role to play in their children's education. It is very important that they support their child's learning and 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 the 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. Together we can better promote a positive environment of Islamic morals and values with which everyone can flourish.

PARENTS / GUARDIANS RESPONSIBILITIES

- To ensure that their child attends Madrasah regularly and on time.
- To impart the Islamic way of life and cultivate respect and discipline in their child.
- To monitor their child's Madrasah work by ensuring that homework is completed and by encouraging his/her accomplishments.
- To provide the Madrasah with feedback and constructive suggestions and solutions.
- To notify the Madrasah in case of an absence, and make arrangements to compensate for the classes missed by their child.
- To ensure that Islamic Dress code is observed and their child is in the prescribed uniform.
- To teach and reinforce the importance of respecting teachers and peers, paying attention in class, and observing the rules and regulations.
- To participate meaningfully in parent/guardian - teacher conferences to discuss their child's progress and areas that need improvement, as well as discuss report cards with their child and jointly strive for improvement.

- If parents/guardians have concerns about the welfare of their child, they should talk to the Principal who will arrange a review with the relevant teacher.
- To conduct themselves in a courteous and responsible manner. To use appropriate language at all times.
- To be respectful, polite and cooperate with other parents, teachers, principal and Taleem Shura members. 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 of your child/ren.
- To pick up their child on time from Madrasah at the end of classes. Early pickups should report to the Madrasah's office.
- Late collection of a child of more than 10 minutes will not be tolerated.

IF YOUR CHILD IS UNABLE TO ATTEND MADRASAH YOU MUST CALL BEFORE 5.00PM AND INFORM OF THE ABSENCE.

STUDENTS RESPONSIBILITIES

It is crucial that students respect the Madrasah's learning environment. Everyone will adhere to all items in the Madrasah's 'Code of Conduct' and accept the consequences of their actions.

- 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.
- To attend all classes and Salaah unless genuinely excused by the Madrasah administration, a parent or a guardian.
- To wear the prescribed Madrasah uniform.
- To attend classes with appropriate textbooks, handouts, and necessary supplies.
- To come to Madrasah ready to learn, participate in class, and with all assigned homework completed, including preparation for tests and quizzes.
- To conduct themselves in a courteous and responsible manner.
- To use appropriate language at all times.
- To be respectful, polite and cooperate with other students, teachers and volunteers.
- To keep the Madrasah tidy and respect Madrasah property.
- To obtain authority from the Madrasah's office prior to leaving Madrasah premises during the hours of operation.
- Students **MUST NOT** bring electronic accessories and gadgets such as mobile phones or any other items that may cause any form of distraction to Madrasah. These items if found will be confiscated.
- 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.

WHILE IN CLASS:

- To sit properly
- Not to speak when the Teacher is speaking
- To get on with the task set for them
- To put their hand up when they would like to speak
- Make no disruptive noise or gestures.
- Should not leave class or seat without permission
- Treat others and their property with respect.
- To keep the room tidy
- To keep up with their group learning schedule
- 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.
- Respect must be shown for all staff, management and other students.
- No running, shouting, or noise will be tolerated in the Masjid/Madrasah as well as its surrounding areas.
- No eating or chewing gum during class time.

PLEASE NOTE!

The Madrasah holds parents responsible for their child's behaviour. It is the responsibility of the parents/guardians to explain to their child/ren and make them fully aware of the code of conduct for the student and their responsibilities towards adhering to all the Madrasah rules and regulations.

