



**MADRASAH BAYTUL ILM**

# General Rules & Code of Conduct

A brief handbook for all students and parents providing guidance regarding student life at Madrasah Baytul Ilm

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Spinney Hill Rd ▪ Leicester ▪ LE5 3GH ▪ 0116 251 1018  
Web: [www.baytulilm.org](http://www.baytulilm.org) ▪ Email: [info@baytulilm.org](mailto:info@baytulilm.org)

## General Rules & Code of Conduct

1. Students will need to comply with Islamic teachings.
2. The Madrasah student is expected to behave in a manner that represents the Madrasah in the most positive way.
3. Parents and students must maintain respect of the staff and premises. Any disrespect/abuse of staff will be taken seriously and dealt with accordingly.
4. Bullying of any form will not be tolerated. The offender(s) will be reprimanded, suspended or even excluded, depending on the severity of the incident.
5. Parents/guardians are strictly not allowed to enter any classes during Madrasah hours. If any parent would like to see the teacher, they should contact the office to arrange an appointment.
6. To ensure we have up to date information, it is vital that you inform the Madrasah of changes to address, phone numbers, medical condition or any changes that affect your child's personal circumstances. If one fails to do so, the Madrasah will not be responsible for any occurrences in correspondence to emergencies. All forms of use of electronic devices (mobile phones etc) are not allowed during Madrasah times.
7. Parents and students must abide by all the current general rules & code of conduct and other new rules made that come into effect from time to time.

## Hygiene Policy

1. All students admitted must be toilet trained and understand basic hygiene themselves.

2. In the interest of Health & Safety, it is unreasonable for staff to be expected to change a child who has soiled/vomited.
3. In the event of any soiling accident, parents will be contacted to collect their child from Madrasah and would be expected to return the child to Madrasah after all the impurity has been cleansed.
4. If the Madrasah feels that there is an ongoing issue with a child's soiling, the Madrasah will contact the Parents/Guardian to try and resolve the matter.

### **Entrance Test**

1. Any applicants not starting from Introductory (Beginners Class) will be required to have an entrance test. This will determine whether the child is suitable for admission if places are available. The Madrasah reserve the right to deny admission to children not falling under our criteria.
2. A grace period will be granted to all admissions, if after 6 weeks the child fails to settle or make adequate progress the Madrasah will assess whether the child would benefit from continuing.
3. Parents should inform the Madrasah of any medical problems that their child may have by presenting a medical letter from GP or any other health professionals.
4. Students should ensure that they are well equipped before coming to Madrasah i.e. bring all Madrasah kitaabs and stationary.

## Behaviour

1. Any students misbehaving, any lessons that are not prepared correctly or any homework that is not handed in on time will result in the student being kept behind for 10 minutes without notification.
2. If needed students will be given a longer detention to catch up on sabak or revision or to improve his/her behaviour.
3. Persistent offenders may be placed on report and parents being invited to the Madrasah to discuss the child's conduct.
4. If after this the issue is not resolved, then the Madrasah will suspend, exclude or even expel your child at the last resort depending on the severity of the incident.

## Disciplinary

1. The teacher has the right to caution and discipline the students.
2. The Madrasah reserves the right to dismiss any student when deemed necessary without right of appeal.
3. Any child, parent or carer of child who fails to comply with the General Rules & Code of Conduct outlined will be cautioned and if deemed necessary the Madrasah has the full legal right to suspend or expel such a child.
4. Any improper conduct, threatening behaviour or any form of abuse in any form including verbal or written by parents or students towards the teachers and any of the Madrasah Staff could also result in the child being expelled from the Madrasah.
5. Any one expelled from the Madrasah will have no legal remedy against the Madrasah or staff.

### **Disclaimer**

1. The Madrasah will not be held responsible for any injuries caused or received while coming and going from Madrasah.
2. The Madrasah will not be responsible for any loss or damages to student's property.
3. The parent/guardian/child will be responsible for any damage caused to any property, buildings and premises owned or used by the Madrasah.

### **Complaints/Grievances/Suggestions**

1. We will strive to ensure that your time at the Madrasah will be rewarding and beneficial and would be as you would have expected. However, we believe at times you may have a concern or suggestion which you would like to discuss. Should this be the case then the first instance you must consult the head teacher either verbally or by writing.
2. Any complaints should be made in writing directly to the Head Teacher or an appointment should be made to discuss it directly with the head teacher. This should strictly only be done in Madrasah hours, 4-45pm to 7-30pm. Sisters should contact by writing or by telephone.
3. The Madrasah has policies in place to improve and maintain the smooth running of the Madrasah standard. It's imperative that we fully support the Madrasah with all its polices & procedures, General Rules & Code of Conduct.

## Syllabus

1. Teaching in the Madrasah will be in accordance to our syllabus. A copy of the syllabus will be given to your child at the beginning of each year.
2. Any student who does not complete the set syllabus or under performs during the year will be required to repeat the year.
3. Any student who does not sit the examinations will be required to re-apply for admission. (Serious illness may be valid upon receipt of medical note)

## Attendance & Madrasah Times

1. Students are arranged in groups to enable maximum progress within limited time available so parents must ensure that children attend the classes on time regularly and punctually.
2. Students must not commit to any activities that are likely to disrupt their Madrasah times/ classes.
3. Parents must ensure their child has prepared his/her lessons prior to coming to Madrasah.
4. The timings of the Madrasah will be decided only by the Head teacher. All students will be expected to respect the times set by the Madrasah.
5. Any child wishing to take early leave due to illness will only be marked present providing he/she attends the Madrasah for a short period.

6. The Madrasah will provide your child with a holiday schedule at the beginning of the year, so parents can book/arrange holidays within the set holiday period. We strongly emphasise the importance of following this and Parents should not take their child on a holiday during the Madrasah terms.
7. The Madrasah will not give permission for holidays during exam revision and examination time.
8. If a child is taken away on an unauthorised leave during Madrasah term time or exam time, then the child's name will be removed from the Madrasah register. Parents will have to reapply for their child's admission and there is no guarantee of admission being granted.
9. Extra tuition will be given to a child at the end of the class if they are not making satisfactory progress in class or if they need extra help. This extra tuition is compulsory and is purely for the benefit for your child's progress.

### **Madrasah Uniform**

1. Students must observe Islamic dress code and must be neat and tidy at all times.
2. Madrasah Uniform for girls is Jubba (below the ankles) scarfs/orni. The scarf/orni should be worn in a manner that fully covers all the hair and chest.
3. Boys are required to wear Topi (hat) and Jubba (long sleeved). The trousers should be worn in a manner that it does not cover the ankles (above the ankles).

4. The Madrasah will not allow the boys to keep their hair longer than one inch (size 8). When cutting/trimming the hair of the boys this must be done in a manner where all the hair is of the same length.
5. Boys will not be allowed to shave the beard or trim the beard under one fist.

### **Mobile Phones & Other Electronic Devices**

1. Students will not be allowed to bring mobiles phones or other electronic devices to Madrasah. In the case of an emergency, prior written permission must be taken from the office.
2. If a student brings any of the above forgetfully, they must hand it to their teacher immediately.
3. The Madrasah reserves the right to confiscate mobile phones and other electronic devices when deemed necessary.

