



Dawat e Islami UK



Mādrassa-Tul-Madīnah

Parent Handbook



Welcome

We hope and pray you are in the best of Health and Īmān.

Welcome to Mādrassa-Tul-Madīnah/ Dawat e Islami UK. All subsequent references in this handbook will refer to Mādrassa-Tul-Madīnah.

We hope this handbook provides you with a valuable insight as to what we have to offer for your children's future.

Since as Mādrassa-Tul-Madīnah officially opened its doors in 1422/2002 in the UK, we have come a long way. Approximately 3,000 students study in our Mādrassa-Tul-Madīnah every week; Mādrassa-Tul-Madīnah provides a rich curriculum, highly trained teachers in quality settings.

Our overall mission is striving to spread teachings of the Quran and Sunnah and improve knowledge.

We are committed to safeguarding and promoting the welfare of children and young people, our staff and volunteers to share this commitment.

We hope you enjoy learning more about our organisation, Teachers, Students, as well as the other departments pertaining to Dawat e Islami UK.

Mādrassa-Tul-Madīnah

Dawat e Islami UK

“Seeking knowledge is compulsory on every Muslim”



Aims

Our aims for the Student are:

- ✓ Be tolerant and understanding with respect for rights and views of others
- ✓ Develop a responsible and independent attitude towards learning
- ✓ Achieve their potential in educational developments and spiritual awareness
- ✓ Be educated in the key principles of Islam and daily Islamic life
- ✓ Be educated to recite the Quran in accordance with Tajweed Rules.
- ✓ Be equipped with Islamic education to:
 - develop spiritually,
 - live their lives with respect, tolerance and dignity,
 - make a positive contribution to the wider society including community cohesion.

Objectives

The aim of Mādrassa-Tul-Madīnah is to provide the best Islamic education with Islamic values and correct understanding so that they can preserve and propagate the Quran and Sunnah and serve the world with love and harmony.

Ethos

We seek to create an ethos that values each child for who they are and provide a happy and purposeful educational environment in accordance with the teachings of Quran and Sunnah. This will be achieved through building and maintaining a positive relationship between the children, parents / guardians and Mādrassa-Tul-Madīnah representatives.

Conditions of Admission and Fees

Admission to Mādrassa-Tul-Madīnah is based upon completion of the Application Form, admission interview with the Headteacher, acceptance of the Mādrassa-Tul-Madīnah rules - after which, if a place is available, then being offered. The minimum age for admission is six. Documents of birth certificate/ passport are required to be submitted during the admission process.

Mādrassa-Tul-Madīnah does not charge any fees. Donations are most welcome.

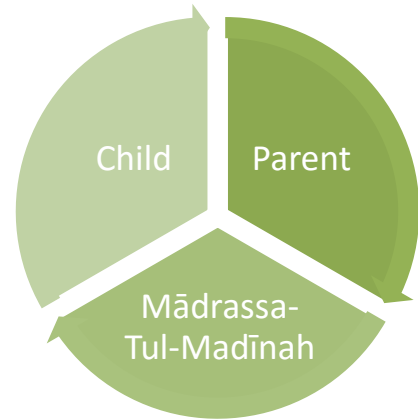


The Partnership

Education at Mādrassa-Tul-Madīnah is a three-way partnership between:

- The Child
- The Parents / Guardians of the Child
- Mādrassa-Tul-Madīnah and all of its representatives

Each member of the partnership is equal partner in this, with the education and welfare of the child at the heart of everything that we do.



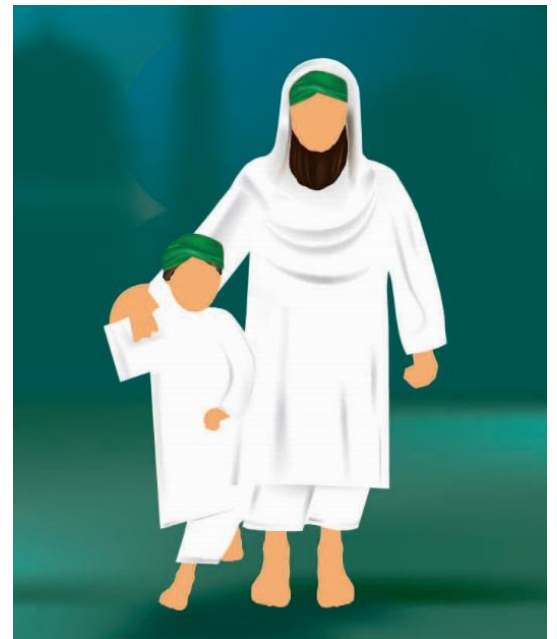
Our Beliefs

Our beliefs are that teaching and learning is process of co-operative teamwork and we welcome and encourage parents to become actively involved in their child's education.

All of the key partners in this partnership will contribute to this ethos in the following manner:

The Child

- Being punctual and having exemplary attendance record
- Being organised with their daily stationary, homework
- Adhering to the Mādrassa-Tul-Madīnah Dress Code
- Dress in accordance to the Mādrassa-Tul-Madīnah uniform
- Staying Clean and maintain all areas of Mādrassa-Tul-Madīnah clean
- Staying Safe –maintaining good behaviour and reporting any cases of bullying immediately
- Working hard to realise their educational potential
- Taking responsibility for their own learning
- Taking an active role in Mādrassa-Tul-Madīnah life
- Treating fellow pupils and teachers with respect
- Being a positive Role Model and an Ambassadors for the Mādrassa-Tul-Madīnah at all times





The Parent(s)/ Guarding of the Child

- Ensure children's attendance at Mādrassa-Tul-Madīnah is punctual, any absence from Mādrassa-Tul-Madīnah is Authorised
- Participating in your child's education by attending Parent Evenings and Consultation sessions
- Informing the Mādrassa-Tul-Madīnah of any specific tools and strategies that can assist with your child's learning
- Assisting the child at home with Mādrassa-Tul-Madīnah learning such as:
 - Assist the child at home with recitation of the Quran
 - Assist the Child to memorise Quran/ Madni Nisaab as designated by their Homework
 - Following & promoting all Mādrassa-Tul-Madīnah way of life
- Assist the child to complete and return homework on time.
- Any changes to your address, contact number should be reported to Mādrassa-Tul-Madīnah immediately

Mādrassa-Tul- Madīnah Staff/ Representatives

- Valuing each child for their individuality, celebrating achievements and providing support where appropriate
- Encouraging children to take a positive active role in the life of the Mādrassa-Tul-Madīnah life
 - Developing children so they can have a sense of belonging to the community of the Mādrassa-Tul-Madīnah
 - Recognising and responding to the unique educational requirements of each child
 - Endeavouring to educate each individual child to his / her maximum potential by delivering a broad and balanced curriculum through the most relevant and effective teaching method
 - Keeping parents / guardians informed about their child's progress through regular contact
- Establishing links with the community, local schools, Masjids, other educational providers
- Working as a team to bring all components of Mādrassa-Tul-Madīnah life together for benefits of all
- Making the Mādrassa-Tul-Madīnah a caring stimulating and challenging place to be, where each child is comfortable in sharing their opinions and learning from others
- Continually, attending training and keeping up to date with new educational practices as determined by Mādrassa-Tul-Madīnah
- Recognising, praising and actively encouraging good behaviour





- Seeking to have a positive attitude towards change and obtaining up to date training to keep abreast of all educational developments
- Providing a variety of extra curriculum experiences for the child, enabling them to learn the skills which would enable them to take their place as a caring adults in society

Mādrassa-Tul- Madīnah – Rules and Regulations for Parents

We seek to create an ethos that values each child for who they are and provide a happy and purposeful learning environment in accordance with the teachings of Quran and Sunnah. This will be achieved through building and maintaining a positive relationship between the Child, the Parents/ Guardians and Mādrassa-Tul-Madīnah staff and representatives.

1. The minimum age for admission is 6 years old.
2. Dress code for students is in accordance with Sunnah:

Boys	White Shalwar & Kurta or Thowb, Green Imamah on top of a Topi, White Chadar and brown Chadar. The Kameez should have the sleeves up to the fingers and be without buttons. The length of the Kurta should be up to the shins and with a small pocket for the Miswaak.
Girls	Simple white Shalwar Kameez, with black Jubba and Green Hijaab.

3. The child's uniform should be clean and washed. Children will not be admitted to classrooms without their uniform, unless there are exceptional circumstances.
4. Children must come to Mādrassa-Tul-Madīnah with good personal hygiene including nails that are cut, and neatly cut hair. Children will not be admitted to classrooms if they have inappropriate haircuts (e.g. Short back & sides, pencil lines, square cut, pony tails etc.).
5. Children must come to Mādrassa-Tul-Madīnah equipped with appropriate stationary for their class. This includes Quran / Qaida and other reference materials they may require.
6. Parents are reminded that unauthorised absence is discouraged and it is the parent's responsibility to ensure their child maintains good attendance. Unless there is a medical reason, children are discouraged from taking time off from Mādrassa-Tul-Madīnah. Unauthorised absence will be monitored and in extreme cases can lead to suspension/ expulsion from Mādrassa-Tul-Madīnah.
7. If your child needs to take more than 5 days of the Mādrassa-Tul-Madīnah they will have to request this by filling in a Holiday Request Form. Unauthorised absence could lead to the child's name being excluded from the register.
8. For parents with children in the senior classes like Hifz, additional tuition support of 2 hours per day must be provided to the child.



9. For parents with children in the senior classes like Hifz, parents should support their child in observing the ways of Sunnah throughout their daily activities.
10. Any students found misbehaving will be disciplined according to the Mādrassa-Tul-Madīnah disciplinary procedure. The details are as follows:

Log Book = Names will be logged in the class log book by the teacher for up to 3 times per week.

Action	Description
C1	Half hour detention will be given by the teacher to those logged for up to 3 times
C2	45 minute detention will be given by the Nazim if a student has missed his C1 detention or logged in the book again for up to 3 times per week
C3	If a student does not attend the C2 detention or misbehaves again in the Mādrassa-Tul-Madīnah they will be suspended for up to 5 days by the Mādrassa-Tul-Madīnah Majlis
C4	If the student is found misbehaving again after the suspension they could be permanently excluded from the Mādrassa-Tul-Madīnah by the Mādrassa-Tul-Madīnah Majlis of UK

11. In the event of a disciplinary, parents MUST attend the disciplinary hearing called by the Mādrassa-Tul-Madīnah Majlis or the Headteacher.
12. Students wishing to obtain Admission to the Hifz Class must pass their Madni Qaida Test before admission can take place.
13. Students wishing to obtain Admission to the Nazra Class must pass their Tajweed Test for Quran before admission can take place.
14. Children should only be dropped off 5 minutes before start of Mādrassa-Tul-Madīnah class and must be picked promptly at end of their class (within 5 minutes).
15. Staff, Children, Parents must show mutual respect to each other at all times.
16. Any threatening behaviour towards Mādrassa-Tul-Madīnah representatives will not be tolerated and will be reported to the Police, if required.
17. Any damage caused by child to the Mādrassa-Tul-Madīnah property will be paid by the parents in full within 7 days.

Complaints

Should you have any complaints regarding a teacher please notify the Madrassah Headteacher, and any complaints regarding the Headteacher or the Majlis should be addressed to:

Mādrassa-Tul-Madīnah Majlis UK email:

mtmdotuk@gmail.com

Any safeguarding concerns please address them to:

safeguarding@dawateislamiuk.net



Mādrassa-Tul-Madīnah Equipment List

All equipment is available from the Māktaba-Tul- Madīnah or via the Headteacher. Your child will need to bring the following:

1) Madani Qaida	2) HB pencil (sharpened)
3) Shajra Shareef Book	4) All in their Mādrassa Bag

Uncollected Children Policy

Mādrassa-Tul-Madīnah endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has **not** notified us that they will be delayed, we will follow the procedure set out below:

Up to 10 minutes late

- When the parent or carer arrives they will be reminded that they must call Mādrassa-Tul-Madīnah to notify us if they are delayed.

Over 10 minutes late

- If a parent or carer is more than 15 minutes late in collecting their child, the Headteacher will try to contact them using the contact details on file.
- If there is no response from the parent or carer, messages will be left requesting that they contact the Mādrassa-Tul-Madīnah immediately. The Headteacher will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected, the child will be supervised by at least two members of staff.
- When the parent or carer arrives they will be reminded that they must call the Mādrassa-Tul-Madīnah to notify us if they are delayed.

Over 20 minutes late

- If the Headteacher has been unable to contact the child's parents or carers after 20 minutes, the Headteacher will contact the local Social Services Care team for advice.
- The child will remain in the care of two of the Madrasa's staff, on the premises if possible, until collected by the parent or carer, or until placed in the care of the Social Services Care team.

Managing persistent lateness

The Headteacher will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late they may lose their place at Mādrassa-Tul-Madīnah.



Safeguarding Policy

Mādrassa-Tul-Madīnah is committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm.

Mādrassa-Tul-Madīnah will respond promptly and appropriately to all incidents or concerns of abuse that may occur. Our Safeguarding procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

Forms of child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- Emotional abuse
- Physical abuse
- Sexual abuse
- Neglect

If abuse is suspected or disclosed

When a child makes a disclosure to a member of staff, that member of staff will:

- Reassure the child that they were not to blame and were right to speak out
- Listen to the child but not question them
- Give reassurance that the staff member will take action
- Record the incident as soon as possible (see *Logging an incident* below).

If a member of staff witnesses or suspects abuse, they will record the incident straightaway. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that Mādrassa-Tul-Madīnah is obliged to and the incident will be logged accordingly.

Logging an incident

All information about the suspected abuse or disclosure will be recorded on the Logging a concern form as soon as possible after the event.

The record will be given to the Mādrassa-Tul-Madīnah Safeguarding Department who will decide whether they need to contact Social Care or make a referral.



Allegations against staff

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded on an **Incident record** form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation will be then reported to our Safeguarding Department.

Promoting awareness among staff

Mādrassa-Tul-Madīnah promotes awareness of child abuse issues through its staff training.

Mādrassa-Tul-Madīnah ensures that:

- Safe recruitment practices are followed for all new staff
- All staff have a copy of our Safeguarding Children policy, understand its contents and are vigilant to signs of abuse or neglect
- All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse

Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission. Only a group camera will be used to take photographs of children at Mādrassa-Tul-Madīnah, except with the express permission of the Headteacher. Neither staff nor children may use their mobile phones to take photographs at Mādrassa-Tul-Madīnah. Staff and volunteers mobile phones are not allowed to be used during their working hours and must be kept in accordance with the Employee Handbook. Staff must limit access to their phones to their breaks (if applicable) and not in the areas where the children are. Visitors (parents or otherwise) must not use their mobile phones on site.

Parking

If you are driving to/ from Mādrassa-Tul-Madīnah could you please be careful about how and where you park your vehicle. Please do not park directly outside the Mādrassa-Tul-Madīnah entrance(s), on double yellow lines, on corners of junctions, or block local residents' driveways or any other place where it may be unsafe. Please co-operate with Mādrassa-Tul-Madīnah Traffic Marshals and reduce your vehicle speed. Please be considerate, and let us, the Mādrassa-Tul-Madīnah, the parents and the local community all work together to keep students and other pedestrians and drivers safe.

Failure to adhere to the above request will result in parents being issued with a warning, and after several warnings (maximum 3) the child's place will be suspended or could be permanently expelled. This will be done as a last resort, but it is to emphasise to you the importance of this safety position.



Anti-Bullying Policy

Mādrassa-Tul-Madīnah has zero tolerance on bullying and any form of bullying is classed as serious and against the Islamic ethos of Mādrassa.

If bullying is reported by either – pupil, parent or another pupil the incident will be dealt by way of our disciplinary action.

Pupils who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with a teacher or Headteacher
- Reassurance
- Continuous support

Health and Safety

All students are expected to:

- Exercise personal responsibility for the safety of themselves and their fellow students
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- Observe all the safety rules of Mādrassa-Tul-Madīnah and in particular the instructions of the staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes

Valuables

Students are discouraged from bringing valuables or money to Mādrassa-Tul-Madīnah. Mādrassa-Tul-Madīnah accepts no responsibility for the loss of such items.

Washrooms/ Wudhu Khana

Students using the Washrooms / Wudhu Khaana must:

- Keep the washroom clean
- Respect others privacy
- Report any health and safety issues to the Headteacher straight away
- Use the washroom and leave promptly



Home & Mādrassa-Tul-Madīnah Agreement

Parent/ Carer

I have read and agree in full the Mādrassa-Tul-Madīnah Parent Handbook.

I have read and understood all of the Mādrassa-Tul-Madīnah supporting policies (Safeguarding Policy and the Health & Safety Policy etc) related to Mādrassa-Tul-Madīnah and I offer my full support and will ensure my child will abide accordingly.

Name of Student: _____

Parent/ Carer Name: _____

Signature: _____ Date: ___/___/___

Headteacher or Nazim/a

I will follow and deliver the commitments entrusted to us by Mādrassa-Tul-Madīnah in this Agreement.

Name: _____ Sign: _____ Date: ___/___/___

Contacting Mādrassa-Tul-Madīnah

If you should have any problems, queries or concerns regarding your child, please do not hesitate to contact the Mādrassa. Your point of contact is:

Name of Headteacher*: _____

Telephone Number: _____

** this person is also your **Designated Safeguarding Officer**. Please report any Safeguarding concerns to him/ her in the first instance.*