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POLICIES AND PROCEDURES

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1. Introduction

Norbury Islamic Academy's aim is to provide a caring learning environment for our pupils and to provide both basic and elementary Islamic education to Muslim children irrespective of their race, colour, ethnicity, or geographical background. Our intention is to create and maintain an atmosphere throughout the entire Madrassah that promotes teaching, learning, and achievement of the highest quality thereby enabling every individual the opportunity to acquire and develop the knowledge, skills and understanding that will prepare and facilitate them throughout their life.

Our Principle objectives are:

- To provide a safe, nurturing environment for our pupils
- To enrich Islamic values and beliefs in the hearts of our pupils, in light of the Quran and Sunnah and the law of the land
- To promote a centre of excellence from within an Islamic environment enriched with values of discipline, and common good.
- To present a curriculum that is intellectually stimulating and appropriate
- To provide instruction that encourages development of Islamic and British morals and values and practise upon them
- To ensure all pupils are treated fairly and equally
- Recognise the need to respond to children's individual needs
- Constantly strive to raise standards of learning and achievement
- To adopt a professional approach with Madrassah related issues
- To foster values of good citizenship within our environment

2. Pupil attendance/Absence Policy

Pupil attendance and punctuality is paramount, as they have an affect on education and behaviour. Pupils shall be strongly encouraged to attend Madrasah on time every day. Absences can be detrimental to a child's learning, hence pupils are advised not to miss valuable learning time from Madrasah

- Madrasah begins at 5:00pm. Pupils should not arrive at the Madrasah before 4:50pm.
- Madrasah ends at 7:00pm Parents must ensure that they collect their children on time. Please do not come early or late.
- Pupils/parents must notify the Madrasah of any absences or lateness in advance. This must be in written form for records. If prior notification is not possible, then a note signed by the parents must be sought the very next day.
- Parents and pupils are encouraged to only take holiday during Madrasah holidays. The Madrasah holiday timetable is planned to be in line with school holidays as far as possible, so that there is minimal disruption to the pupil's education.
- Long term absence such as long overseas holidays are not permitted as they have a great effect on the child's learning.
- Any pupil who is absent for a long period without informing the Madrassah may lose his place.
- Pupils who are regularly absent shall be referred to the principle
- Parents shall be informed of their child's attendance record if they are regularly absent, late, or suspected of truancy, and requested to come and see the principal.

3. Acceptable clothing & Appearance

As an Islamic establishment that teaches and promotes all aspects of Islamic life, the Madrassah also aims to teach and instruct pupils about appearance and clothing according to the Islamic faith. This applies to all those who are involved at the Madrassah including staff and pupils. All staff members are expected to dress appropriately and modestly with Islamic principles, and in a way that gives our pupils the correct impression of how we must appear. Parents and staff must also instruct pupils to be clean and tidy at all times.

- All male pupils must wear a “Jabbah” or similar (preferably white) to the Madrasah.
- All male pupils must cover their heads with a “Topee”. Other forms of hats like caps or outdoor hats will not be accepted.
- Jewellery items are strictly prohibited for male pupils, and will be confiscated.
- All female pupils must wear an “Abayah” to the Madrasah.
- All female pupils must have all their hair covered at all times.
- Jewellery items such as chains or rings/earrings (gold or silver) are strongly discouraged for safety reasons.

4. Health/Hygiene & Sickness policy

The Madrasah recognises that some children may have special dietary or medical needs as well as personal circumstances which have been highlighted by parents. In such cases pupils that show signs of ill health shall be referred to the Principal's office immediately and sent home.

Personal hygiene is also very important. In order to promote good health and hygiene in our Madrasah parents must observe the following rules.

- Pupils must come looking clean and tidy, socks etc. should be changed on a regular basis.
- Pupils must be made to visit the lavatory prior to coming to the Madrasah
- Children with illnesses or infections such as rash, discharge from the eyes or nose, or diarrhoea shall be sent to the Principal's office so that parents can be contacted to pick up their child. The child should be kept at home until he fully recovers so that other pupils are not affected.
- If a child soils themselves, parents will be contacted and expected to come and change the child or take them home.

5. Children with learning difficulties, disabilities, or special needs

The Madrasah recognises that there may be pupils who have learning difficulties, disabilities or special needs. The Madrasah has a strict anti-discrimination policy with regards to pupils with special needs and will make every effort to provide Islamic education to all pupils regardless of ethnic background, race or ability.

Children with special needs may find learning memorising and understanding Quraanic concepts and rules, as well as other Islamic principles difficult to understand. These pupils generally find it difficult to keep up with the progress of the class despite showing the commitment and effort to learn at Madrasah and at home. This is not to be confused with pupils who fall behind due to lack of effort or laziness on their part.

The following guidelines and approach shall be implemented for pupils who are identified as having learning difficulties or special needs:

- Pupils with learning difficulties will be allowed to progress in their learning at their own pace and ability.
- Disciplinary measures will not apply to pupils with learning difficulties, although disciplinary action will be applied for behavioural reasons.

6. Interaction with parents / Complaints Procedure

In order to provide the best Islamic education for our pupils, all groups involved must work together to bring out the best in our pupils. This includes staff members, parents and management. We aim to work in partnership with our parents through effective communication in such a way that will encourage mutual support, and ultimately the development of every individual to their full potential. Interaction between the Madrasah and parents is very important. The Madrasah welcomes parent's views, complaints, comments and suggestions and will respond to them accordingly.

The following Madrasah policy will apply with regards to interaction with parents.

- Staff members are instructed to discuss general progress issues of pupils only with parents. For all other issues parents are to be directed to the principal's office.
- Under no circumstances should any parent confront a teaching staff member or attempt to resolve any issues without consulting the Management.
- All complaints against the Madrasah must be submitted in writing.
- An utmost effort shall be made to resolve any issue through discussions or appropriate action deemed necessary.

7. Madrasah Assembly

A Madrasah Assembly will be held regularly (approximately 8 week intervals) for all pupils at the Madrasah. The assembly will address general issues such as Islamic morals and ethics as well as “Tarbiyyah” with regards to both Islamic and Non-Islamic events throughout the year.

8. Examinations

The Madrasah will hold two examinations during the year. The Mid-year exam will be carried out internally by Madrasah staff approximately half way through the year. The purpose of the mid-year exams will be to assess the pupil’s progress and plan towards the yearly exams. An end of year presentation (jalsa) will also be held by pupils and staff to acknowledge the efforts and commitment of all those at the Madrasah.

9. Islamic Character and Conduct

The Madrasah has a zero tolerance policy against any form of prejudice, intolerance, or hatred directed at any race, culture, religion, or groups of people. All pupils and parents must adhere to Islamic principles whilst on Madrasah premises and educate pupils of the sublime character and etiquettes of the prophet (SAW) and conduct according to the Quran and Sunnah.

9.1 *Disciplinary Procedure*

Discipline is vital in the running of the classroom and Madrasah, and must be taken very seriously. A disruptive child can disturb the essential running of the classroom. Fellow pupils can be affected by badly behaved pupils who interrupt the education for others.

The following disciplinary procedure will be implemented at the Madrasah.

Stage 1: Verbal Warning

Stage 2: Second Verbal Warning

Stage 3: Classroom disciplinary action e.g. Standing up for 5 to 10 minutes.

Stage 4: Pupil sent out of the classroom.

Stage 5: Phone call to parents.

Stage 6: Pupil will be put on report for a week to monitor behaviour and progress. Parents will be expected to check and sign it every day.

Stage 7: Meeting with parents.

Stage 8: Suspension for 3 days.

Stage 9: Expulsion.

In extreme cases pupils can be suspended or expelled without following any disciplinary procedure.

9.2 **Anti-bullying Policy**

OBJECTIVES

- To outline the Madrasahs position with regard to the prevention of and response to incidents of bullying behaviour.

We define BULLYING as behaviour which is:

- Deliberately hurtful: physically or verbally
- Repeated over a period of time
- Makes it difficult for those being bullied to defend themselves

We recognise that BULLYING can take on many forms mainly:

- Physical - hitting, kicking, taking belongings
- Verbal – name - calling, insulting, threatening, nasty remarks
- Indirect - spreading nasty stories about someone, excluding someone from social groups.

We are aware of the effects of BULLYING behaviour on children’s emotional, physical and psychological health as well as on learning. BULLYING behaviour is treated very seriously and is acted on in accordance with our BEHAVIOUR policy. Children are made aware of what BULLYING involves and of how they can deal with it. If BULLYING does occur, pupils should be able to tell somebody and to know that they will be supported by the Madrasah team.

We recognise that parents are often the first to be confided in by a child who is the victim of bullying. We therefore encourage parents to discuss any worries about their children with the Madrasah in order that we can support the child.

We recognise that it is the responsibility of all members of our Madrasah team to ensure that bullying in any form does not take place in our Madrasah.

The older pupils should be encouraged to look after the younger ones, and in turn they should be encouraged to respect the older pupils and all the school staff. **“Those that do not respect their elders, have mercy on the young ones, and hold in high esteem the Ulama are not from amongst us”** (*saying of the prophet sallallahu alaihi wasallam*).

9.3 *Dealing with cases of Bullying*

9.3.1 **Disciplinary Procedure**

1. Cases of bullying or suspected bullying that are observed in class or around the madrasah must always be taken seriously. Any occurrence that cannot be simply sorted out and dealt with teachers should be discussed immediately with the anti-bullying officer (Molana Ismail).
2. The principal will be notified of any serious case of bullying or of any on-going situation.

Any trivial incident, staff should deal with it



If any serious bullying occurs refer to the bullying officer



Anti bullying sheets will be filled in, Disciplinary action will take place

9.3.2 Notes on Bullying

1. Staff should follow the established procedures.
2. Every effort should be made to follow up each case to ensure that the victim is given support to prevent recurrence.
3. Anti-bullying officer Molana Ismail should make clear to parents of victims and bullies the action being taken, why we are taking them and what the parents can do to help us and reinforce our actions.
4. In dealing with the bully, teachers should make it clear that the behaviour is unacceptable and also stress the serious consequences of repetition. However, teachers should not "bully the bully".
5. Pupils must be made aware of who they can talk to in confidence (class teachers) and must know that information will be acted upon discretely and sensitively.
6. Staff need to be aware of areas of the school where bullying might take place and be sensitive to the times and situations when it may occur.
7. Opportunities should be taken in delivery of pastoral care and as appropriate in assemblies to explain school policy on bullying. Staff may also make use of opportune moments in the curriculum to highlight the issue of bullying and to reinforce this message.
8. Help is to be provided for victims to raise their self-esteem, and support to counter any feelings of inferiority or guilt. Parents may need to be involved here.
9. Bullies are to be shown how they can satisfy their needs through working with others rather than in a confrontational way.
10. Parents may also need to be drawn in to see how they can help change the child's behaviour.
11. Staff members need to be aware of racist and sexist language and actions, which are a form of bullying.
12. Staff should, as always, watch for early signs of distress in pupils such as deterioration of work, spurious illness, isolation, and desire to remain with adults or erratic attendance. These may be the early signs of bullying though there may (of course) be other causes.

10. Child Protection Policy Statement

We believe that all the children in our Madrasah have the right:

- To grow up in a safe, secure and loving environment.
- To be protected from all kinds of harm, neglect, abuse and exploitation.
- To be listened to and heard
- To grow up having their culture, background and experience, valued and respected
- To be considered as individuals with particular needs, and to be given opportunities to reach their full potential

We believe that it is the responsibility of all adults in our Madrasah:

- to ensure that children are protected
- to provide a safe, secure and loving environment
- to provide support, encouragement and stimulation to enable each child to reach his/ her full potential

WE DEFINE CHILD ABUSE AS FOLLOWS:

Neglect occurs when adults fail to meet the child's essential needs such as providing adequate shelter, food, warmth, clothing and medical care. It also includes leaving young children who cannot look after themselves, alone or without proper supervision.

Physical Abuse is when a person injures or harms a child or does not knowingly prevent it. For example: using excessive force, hitting, shaking, squeezing, burning, biting, suffocating or drowning. It includes allowing inappropriate use of drugs, medication or alcohol by children.

Sexual Abuse takes place when a child is forced to take place in sexual activity, using the child to satisfy sexual desires. It is also an abuse to allow children access to obscene books, videos and other materials.

Emotional Abuse occurs when adults persistently fail to show the child love and affection. For example they may threaten, taunt or shout causing the child to lose self-confidence, and to become nervous or withdrawn.

Children need love, praise and affection from adults, or there may be serious consequences for their development.

Broad Guidelines:

- If any member of the Madrasah team suspects child abuse they should speak to the Head or the designated person with responsibility for Child Protection straight away.
- All reported concerns are recorded in the Child Protection Book which is kept in the Office.