BLM MADRASAH

Student Code of Conduct

A guide for students and parents on behaviour, attendance, homework, results and Islamic studies

Assalamu Alaikum Wa Rahmatullahi Wa Barakatuh,

This Code of Conduct sets out what we expect from our students and how parents can support their children's progress at the Madrasah. It covers behaviour, attendance, homework, results, our class levels (Level 1: Qaida, Level 2: Nazirah and Level 3: Hifz), and Islamic Studies. Please read it carefully with your child.

1. Behaviour

Good manners (Akhlaq) are at the heart of a Madrasah education. Students are expected to:

- Show respect to teachers, staff, and fellow students at all times.
- Use polite language and greet others with Salaam.
- Listen quietly and attentively during lessons.
- Strictly no bullying, teasing, or fighting.
- Take care of the Qur'an, books, and Madrasah property.
- Follow the modest dress code:
  - Girls: Dark Hijab and Abaya;
  - Boys: White Jubba and Topi;
  - Both: Clean and tidy clothing. Regular checks will take place during Madrasah time, and we will address any concerns accordingly.
- Bring only what is needed for class; mobile phones and toys should be left at home.

2. Disciplinary Actions

Where a student displays difficult or inappropriate behaviour, the Madrasah will follow a three-step disciplinary procedure:

- First occurrence – First Written Warning: The student will receive a first written warning, and the parents/guardians will be contacted and invited to a meeting to discuss the behaviour and agree on the necessary steps to address it.
- Second occurrence – Final Written Warning: If the behaviour occurs again, the student will receive a final written warning, and the parents/guardians will be invited to a second meeting to discuss the ongoing concerns and explain the consequences of any further incident.
- Third occurrence – Exclusion from the Madrasah: If the behaviour occurs for a third time, the student will be excluded from the Madrasah.

The Madrasah expects parents/guardians to work in partnership with teachers and management to address behavioural concerns and support their child in maintaining appropriate conduct.
Serious incidents: The Madrasah reserves the right to take immediate disciplinary action, including exclusion, in cases of serious misconduct, such as violence, bullying, or behaviour that puts other students or staff at risk.

3. Attendance & Punctuality

Regular attendance is essential for a child's progress through all the levels. Parents/Guardians should:

- Ensure their child attends every class on time, ready to learn. Doors will be closed 5 minutes after 5:30 pm to allow all the children to start at the same time.
- Inform the Madrasah in advance (via the FollowMyQuran app/WhatsApp) if their child will be late or absent.
- Provide a reason for any absence.
- Persistent unauthorised absences may affect the student's progress and will result in the termination of their enrolment.

Attendance and punctuality records will be visible to parents through the "FollowMyQuran" app.

4. Homework

Homework reinforces what is learnt in class and is a shared responsibility between the Madrasah and the Parents/Guardians. As such, parents/guardians are asked to:

- Check their child's homework diary/app daily.
- Set aside a short, regular time each day for revision (e.g. Qaida, Nazirah, or Hifz revision).
- Listen to their child recite/revise, even if the parent is not fluent - presence and encouragement matter.
- Contact the teacher if homework is regularly too difficult or is not being sent.

Homework not completed without a valid reason will be noted, and repeated non-completion will be raised with parents.

5. Results & Progress Reports

Students will be assessed regularly on their reading, memorisation, and understanding. Parents can expect:

- Ongoing day-to-day progress updates through the app (attendance, behaviour, and class performance).
- Periodic formal assessments/tests for each level (Qaida, Nazirah, Hifz).
- A written report at the end of each term summarising progress and areas to work on.
- An invitation to a parent meeting if a child is falling behind, so a joint plan can be agreed.

6. Class Levels and Targets

Students progress through the following stages, each with its own targets:

Level 1 - Qaida

- Learn correct pronunciation (Makharij) of Arabic letters.
- Read Qaida fluently, letter by letter, then word by word.
- Build the foundation needed to begin reading the Qur'an.

Level 2 - Nazirah

- Read the Qur'an directly from the text (Mushaf), applying correct Tajweed rules while reading.
- Progress through the full Qur'an, cover to cover, building fluency and familiarity with its content.
- Strengthen confidence and accuracy in reading before beginning memorisation (Hifz).

Level 3 - Hifz (Memorisation)

- Memorise assigned portions of the Qur'an with correct pronunciation.
- Revise previously memorised portions regularly to avoid forgetting (Muraja'ah).
- Be tested periodically by the teacher on both new and old memorisation.
- Formal assessment completed at the end of each quarter/half-term.

Movement between levels is based on the teacher's assessment of the student's readiness, not simply on age or time spent.

7. Islamic Studies

Alongside Qur'an-focused classes, students will also take part in Islamic Studies, which will cover:

- Basic Aqeedah (beliefs) suited to the student's age.
- Fiqh essentials: wudu, salah, and daily practical rulings.
- Seerah (life of the Prophet, peace be upon him) and stories of the Prophets.
- Duas and Adhkar for daily life.
- Akhlaq (manners) and Islamic character-building.

Islamic Studies content and pace will be shared with parents so it can be reinforced at home.

8. Other Important Points

- Communication: All announcements, attendance, behaviour notes, and payments will go through the Madrasah app called “FollowMyQuran” app - please keep it up to date and check it regularly.
- Health & safety: Inform the Madrasah of any updates to the student’s allergies, medical conditions, or special educational needs.
- Collection: Children must be collected on time; repeated late collection will be raised with parents.
- Respect for staff and volunteers: Parents are asked to communicate with teachers respectfully and to raise concerns through proper channels.
- Fees: Any applicable fees should be paid on time to keep the child’s access to the Madrasah. If parents/guardians are struggling financially, an application to the Masjid Hardship Fund can be made (visit: https://blmuslims.org/services-hardshipapplications.html for conditions of eligibility and to make an application).
- Partnership: The Madrasah and parents work together - a child’s progress in his/her religion is a shared responsibility, and open communication is always welcome.

We look forward to working with you and your child throughout this journey, which we hope culminates in them memorising the entire Qur’an. JazakumAllahu Khairan for your continued support.