

Rules and Regulations

Madressah E Targibul Quraan

Masjid-E-Umer Trust

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These notes have been prepared for the guidance of parents/guardians to ensure the smooth running of our Madressah. All parties are requested to ensure these are complied with. Any reference to parents also refers to guardians.

Please retain this as a guide for future reference.

Section 1- Introduction

- 1.1) It has been reported from our prophet Mohammed (S.A.W.) that after death, the accounts of the deceased are closed. The deceased can't do any good or bad deeds, but the Almighty keeps the account open if the deceased falls into one of the following three categories:
- i) Sadqa-E-Jariah deeds. The reward for which the person helped towards building Masjid, Madressah, Musafarkhana and Medical Centre.
 - ii) Those who passed on their religious knowledge to others, such as teachings of Qur'an e Kareem, Dini Taleem, Masaeels.
 - iii) Those who toiled for their children's religious studies in the hope that the knowledge gained by their children will benefit other Muslims and mankind, and that child (adult) remembering the hardship parents went through to get them to their present position.
- 1.2) Based on the above the importance of religious understanding and the contribution that parents can make cannot be over emphasised. Due to the environment we live in, there is an even greater need for parents' involvement and commitment in instilling Islamic values in their children. To complement Madressah it is therefore recommended that all parents create an Islamic environment for children at home, and thereby harmonise the home environment with Madressah. It's recommended that parents should:
- i) Ensure their children attend the Madressah regularly and on time.
 - ii) Take care in the clothes children wear to Madressa.
 - iii) Spend at least 15 minutes a day with their children reviewing and ensuring the child has learnt and understood his/her lesson. Enquire about their lessons and their development, **but at all times be patient with them.**
 - iv) Encourage and show a keen interest in their children's Islamic developments.
 - v) Maintain children's interest in the Quraan e Kareem (after completing its first reading) to recite at least a quarter of a Seepara a day, **every day.**
 - vi) Encourage children to perform regular Salah (Namaz) from the age of 7 onwards.
 - vii) Instil good Islamic manners and values from a young age
 - viii) Encourage young and old to greet in an Islamic manner, with Assalamu Alaykum, especially when entering the house.

Section 2 - General

- 2.1) Madressah academic year
The Madressah's academic year commences in the month of Shawwal (the month after Ramadhan, and ends in the month of Shaban (the month before Ramadhan).
- 2.2) Madressah times: Monday to Friday From 4:30pm to 6:30pm (Unless otherwise stated)
- 2.3) All children must be in Madressah by the starting time.
- 2.4) It is the responsibility of parents to drop and collect their children from the Madressah.
- 2.5) All parents are requested to wait outside the Masjid when collecting their children.
- 2.6) Children will not be allowed to leave during the stated Madressah times unless prior arrangements have been made with the Mohtameem/Ustad.
- 2.7) The syllabus as laid down by Madressah E Targibul Qur'aan will be taught.

Section 3 Admissions.

- 3.1) Children will be accepted for admission to the Madressah from the age of five years and must be attending full time school.
- 3.2) An admission form, available from the Madressah, must be completed for each child by the pupil's parent. The form must be completed in full, signed and not altered in any way. If your child has special needs, please bring the matter to the attention of the Mohtameem.

Section 4 Dress Code

- 4.1) All clothing worn at Madressah must conform to accepted Islamic dress code.
- 4.2) All children must come to Madressah properly prepared with Wudhu and the relevant Seepara and kitab
- 4.3) Girls: All girl pupils are required to wear “Burqah” at Madressah.
- 4.4) Boys: All boys must wear a “Topee and Kurta” Short sleeve shirts and printed clothing must not be worn to Madressah.
- 4.5) All Haram hairstyles e.g. **Step Cut** etc are **STRICTLY NOT ALLOWED**
- 4.6) Earrings for Boys is **NOT ALLOWED.**

Section 5 - Discipline

- 5.1) The emphasis at all times will be to encourage and foster a good Islamic relationship between the pupil and the ustad. To this end, it is requested that children at all times:
 - i) Respect and obey the Ustads (Teachers) and Elders.
 - ii) Refrain from misbehaving in the Madressah.
 - iii) Refrain from bringing in un-Islamic items into the Madressah, including audiotapes, videotapes, mobile phones, pocket games, radios, marbles, football cards or other forms of cards or toys. If any such items are found, they will be confiscated by the ustad for the Mohtameem's (Head Teacher) attention.
 - iv) Refrain from eating sweets, chocolates and chewing gum in the Madressah. The item will be confiscated if a child is found eating during Madressah times.
 - v) Refrain from abusing Masjid/Madressah property, including walls, doors, desks etc. with graffiti or otherwise. The cost of making good any damage caused will be borne by the child's parents.
- 5.2) Where a child suffers from a, medical problem, physical disability or learning difficulty the parent must inform the Mohtameem in writing as soon as they become aware of the problem.
- 5.3) A child may be disciplined in the following way:
 - i) Made to stand quietly for a period of time.
 - ii) Sent to a lower class for a period of time, days or weeks.
(Ustads (Teachers) are fully aware that under no circumstances must physical punishment be given)
- 5.4) In extreme circumstances, the Madressah reserves the right to suspend or expel a child. This option will only be taken after consultation between the Mohtameem and ustad of the child concerned.
- 5.5) If a parent is unhappy about the decision, a written appeal should be made, Clearly stating all relevant facts surrounding the incident.

Section 6 - Parental/Guardian Agree to the following

To ensure the smooth and efficient running of the Madressah, the parents consent to the following:

- i) To inform the Mohtameem (Head Teacher) of any medical problems, learning difficulty or physical difficulty concerning the child.
- ii) Not to verbally abuse or threaten the Ustads (Teachers).
- iii) Not to discuss Madressah matters in the Class, Masjid, street, or make telephone calls to the house.
- iv) To discuss Madressah matters only at a mutually convenient meeting with the Mohtameem (Head Teacher).
- v) To submit all complaints in **WRITING** to the Secretary.
- vi) The Parents will have **NO** say in regards to which class the child is placed in

Any breach of these rules can result in the suspension or expulsion of a child from the Madressah.

Section 7 - CONDITIONS OF ADMISSION

The Madressah times are: Monday to Friday 4:30 pm to 6:30 pm. The children must dress Islamically; for boys, kurta and topi and for girls burkhas. I agree to this and understand that tights, jeans and any other non-Islamic clothing will not be allowed. If my child is found breaking this rule, action may be taken against him/her. If the occasion arises where my child requires discipline, I understand that my child will be made to; stand quietly for a period of time or sent to a lower class for a period of time, days or weeks.

I agree to send my child five days a week. I understand that my child will not be given leave for attending after school activities.

If I withdraw my child during the course of the academic year, my child will not be readmitted to the Madressa for that particular year except in special circumstances decided by the Madressa.

If I have complaints it will be made in writing and addressed directly to the Mohatmeem (Head Teacher). I agree not to approach or intimidate the Ustad (Class Teacher) directly or at his residence in any way. If I break any part of the above agreement, I will take the full responsibility for the consequences that may lead to the suspension of my child.

I agree not to interfere with the final examinations. If my child has a medical problem, which is likely to affect his Madressa education, I will inform the Madressa by presenting a doctor's certificate. I, being the parent / guardian of the above-mentioned pupil understand that my child will also be subject to the rules and regulations of Madressa-e-Targibul Qur'aan, I fully accept and comply with the above.