

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In The Name of Allah, The Most Gracious, The Most Merciful



Madrasah

Teacher Code of Conduct

Teacher Code of Conduct and Work Parameters

Uniform: Smart – Modest – Presentable

Arrival: 4:20 – 4:25 PM

Sign In: Classroom, Imam Ghulam Moyhuddin. Teachers must sign in before 4:30 PM

Electronics: Teachers mobile phones must remain off/aeroplane mode throughout class hours. You must not use your mobile phones during these hours. For emergency contact please use the dedicated Masjid landline. All other electronics must also remain off and not be used during class hours.

Pre- Class Checks: chairs, tables, lights, doors, windows, heating/air-conditioning, potential hazards, water spills, electrics, wires, cabinets, fire-exits – must all be checked for health and safety.

Class Admission: Strictly, zero admission to parents/guardians between 4:30 – 7:00 PM. Parents/Guardians may speak to teachers prior to 4:30 or after 7:00 PM. Teachers shall not entertain or speak to any parents during class hours. Class doors will remain closed throughout lessons.

Parents/Guardians will not be permitted to sit in classes for observation/participation unless authorised by Imam Ghulam Moyhuddin. No third parties will either be allowed access into classroom.

Teachers must make time either before 4:30 or after 7:00 PM to meet parents if necessary.

Supervision: Teachers must not leave the class/students unattended whatsoever apart from the essential Wudu break.

Any teachers wandering around shall be reported to the management and disciplined. Any teachers needing to speak to Imam Ghulam Moyhuddin must do so before 4:30 or after 7:00 PM, unless in a genuine emergency.

Students are not permitted to leave the classroom whatsoever for any errands or messages. Students may only go to the toilet/Wudu if absolutely necessary. Any students wandering around shall be disciplined alongside the teachers. Students will not be allowed to go to the toilet for tissue paper either, as they should bring it with them if necessary.

Class Duties: Teachers will take the daily register and notes corresponding to each student's daily performance.

Teacher must not listen to more than one student's Sabak at a time.

Class Dismissal: At 5:40 PM all students must tuck in their chairs, straighten tables, pickup any litter and neatly replace all reading materials onto shelves/cabinets.

Class 1 cannot be dismissed before 5:40 PM.

At 6:55 PM students must tuck in their chairs, straighten tables, pickup any litter and neatly replace all reading materials onto shelves/cabinets.

Class 2 cannot be dismissed before 6:55 PM.

Water: Water bottles can only be filled by one sensible/mature student who has read their Sabak. Only two bottles of water can be used per class – no refills.

Food: Teachers or students must not consume foods during class hours. Exceptions to eating are when opening a fast, taking medication or special occasions authorised by Imam Ghulam Moyhuddin.

Violence / Abuse: Teachers must never use violence towards any student. They are not permitted to abuse them physically, verbally or threaten them, degrade them etc.

Post Class Checks: At 7:00 PM classes must be neat and tidy for the next day. Doors must be closed, lights switched off, electrical ports switched off, windows closed, heating/air-conditioning off and the fire exit secured.

New Registrations: All new registration forms must be given to Imam Ghulam Moyhuddin to process. No new students will be admitted before that.

All monthly registers must be securely kept for student reports.

Any additional forms/classroom items must be requested directly from Imam Ghulam Moyhuddin.

Teachers will also be required to make time before or after classes for training or any other updates.

Behaviour: Continuous absences/lateness/unauthorised leave/bad behaviour/ detentions must be reported to Imam Ghulam Moyhuddin.

Complaints/Incidents: All complaints by parents/students or teachers must be documented and given to Imam Ghulam Moyhuddin. All internal incidences occurring during 4:30 – 7:00 PM must also be documented and handed over to Imam Ghulam Moyhuddin.

Fees: All weekly/monthly fees must be counted with fee slips inserted into money bags and given to Imam Ghulam Moyhuddin on Thursdays by the Teachers.

Absence: If teachers cannot attend classes, then they must inform Imam Ghulam Moyhuddin before 4:15 PM on 07967530265.

Sign Out: Classroom, Imam Ghulam Moyhuddin. Teachers must not sign out before 7:00 PM

- All internal staff meetings that teachers are called to must remain entirely confidential. No information, data or conversations may be shared with the public unless explicitly permitted by the Head Imam. Any such disclosures by the staff will result in discipline and dismissal

- Teachers will go through the Madrasah teacher hiring process with three months probation period during which he/she must prove their competence

A Constant Observation On The Following Will Be Part Of The Teacher's Assessment:

- Teacher's level of education, correctness of pronunciation, as well as level of knowledge of the taught subject
- Ability to deliver his/her lesson (explanation, used tactics and ways of teaching, and if students are able to benefit from the teacher)
- Ability to manage his/her class minimising interruptions and controlling student behaviour
- Level of awareness about and implementation of Madrasah rules, regulations and procedures
- Teacher will face a discipline process if they are unable to follow policies or fails to be at the expected teaching standards continually
- Teachers are expected to constantly update and improve their knowledge and participate in advancing the Madrasah outcome. They should be available for any training related to their work that comes about
- Teachers will have their DBS checks done via the Mosque
- Best performance will be monitored and rewarded

Punctuality & Class Responsibility

- Teachers are expected to be punctual to all lessons.
- Teachers must sign in and out of the register each teaching day.
- Teachers are expected to be in their classes at least 5/10 minutes before the starting time and hand over any students for detention to the relevant party.
- The Head Imam should be informed one week in advance about any reasonable absences.
- Emergency absences should be reported at least three hours before the start of the class. It will be counted as unreasonable absence if not reported before that time, and result in disciplinary proceedings.
- One or two unreasonable absences will be counted as a negative to the teacher's record and will affect his or her assessment for encouragements, but if this reaches three, then their suitability will be reassessed.
- Teachers should ensure that all class students are dressed in accordance of the Madrasah dress code and should send them to the Head Imam due to unsuitable hair/dress/style etc
- Teachers are to keep full record of each student's progress in the relevant programmes

- Teachers are responsible for health and safety of the children they are teaching and must ensure order in and out of class
- Students registration should be done once in the first 5 minutes of each study day
- Teachers will be encouraged to seek first aid training
- Teachers should expect a suitable environment for teaching, teaching equipment and materials as well as students ready to learn. If this becomes unavailable they should contact the Head Imam
- Teachers are required to be available to teach a minimum of 11 months out of the 12 months of the year

Teachers And Students In The Class

- Teachers are responsible for their own students while at the Madrasah premises and should keep few different permission cards to give to their students when they allow them to be outside the class for any reason.
- The card should show the group ID and titled with what it is for
- The permission should not be more than 5 minutes and a teacher should not give permission for toilet to two students or more at the same time
- Teacher can only leave for toilet etc. if it is necessary and there is another teacher or an admin member/ mature student in his/her class
- Teachers must allow students to drink water at least once during class, but avoid excessive movement
- Teachers should encourage and give time to their students to understand and learn the meaning of their Sabak and any other relevant question

Meetings Between Teacher And Parents

- Teachers have the right to book a meeting with the Head Imam or student's parents at anytime, provided that sufficient notice is given. The Head Imam also has the same right over the teacher.
- All meetings dates must be recorded and any relevant information forwarded to the relevant parties.

For Class Use, Teachers Will Receive:

- 2 permission cards (1 for toilet and 1 for admin use)
- A monthly attendance/progress monitoring form/register
- A filling folder for the group records at the office

- An audio/video device which will allow students to listen/watch relevant data
- Board pens, a rubber, a sharpener, a sharpener bowl and a ruler for class use

Teachers Must Ensure:

- Ensuring the smooth running of the Madrasah
- Ensuring all policies are correctly implemented (Admin, Teachers and Parents)
- Monitoring the performance of the Madrasah and their classes
- Manage and handle the day to day Madrasah activities
- Liaise between students and parents
- Keep records in files as well as electronic formats
- Make plans for education advancement and encouragement methods to improve the Madrasah outcome
- Enforce Madrasah rules and deal with all discipline procedures
- Follow up, compile a complete student progress report every 4/6 months
- Ensure that progress is inline of achieving goal and objectives

Meetings

1. Admin/Teachers: Weekly, 20 minutes long, every Monday. Note: Any teacher who fails to attend two consecutive meetings will be warned and down rated.
2. Admin/Teachers: Quarterly Inset Meetings

Other Meetings

Meetings between teachers and parents or admin

- Parents have the right to book a meeting with the Head Imam or teacher and vice versa.

Class Procedure

- Classes are already cleaned and chairs /tables arranged. If not teacher arranges for this
- Teacher is ready 10 Minutes before start time

- Students arrive from 5 minutes before start time and are allowed in up to 15 minutes after start time
- Reminds students that classes are all no mobile zone. Switch it off and confiscate it from the student. It will only be given to parents after their assurances. All other electronics will be dealt with in the same way unless student is listening Qur'an after the teacher instructs them
- Parents must sign a form at the office if they want their child to bring a mobile phone with them. Student will then hand their mobile in to the teacher where they will be allowed to get it back at home time
- Prayers will be held in the Masjid by both students and teachers following the Imam from there
- Late students are recorded and taken to class but marked late in the register. Three lateness's in the week entitle the teacher to give out a detention, which must be recorded against the student
- If a student feels they know their lesson they must keep reading it till they are tested
- Student should use one book that belongs to them all the time and the teacher should have a pencil at hand to underline mistakes for students when testing
- If there is still time from when the last student is successfully tested then the group can be given extra lines
- Only tested extra lines are counted towards gaining rewards provided that they are continual for the reward's agreed time (continual extra 3 lines for the group will win them a gold star)
- Teachers will not be able to leave early under any personal circumstances, unless authorised by the education coordinator. Unsupervised classrooms will result in disciplinary procedure and dismissal

Discipline Policy:

We should make it clear to staff, parents and pupils that the use of force is not acceptable at this Madrasah unless one of the following takes place where teachers and admin staff are allowed to use a reasonable force to prevent a pupil from:

- Committing a criminal offence
- Injuring themselves or others
- Damaging property
- Acting in a way that is counter to maintaining good order and discipline at the school
- For further information please review the Behaviour and Rewards Policy

Records

Detailed and up-to-date records should also be kept of any incidents where force is used. It is always advisable to inform parents of such an incident and to allow an opportunity to discuss it.

Records of incidents should include the following information:

- The name(s) of the pupil(s) involved
- When and where the incident took place
- Why the use of force was deemed necessary
- Details of the incident, including all steps taken to diffuse the situation and resolve it without force and the nature of the force used
- The pupil's response
- The outcome of the incident
- A description of any injuries suffered by the pupil or others and/or any property damaged during the incident.

Discipline Procedure For Students

- Students who misbehave will be dealt with by their teacher
 1. Verbal warnings X2
 2. Stand up behind chair
 3. Stand up in corner
 4. Detention 15/30/45/75 minutes
 5. Parent meeting
 6. Suspend
 7. Expel

Students brought to office will have the following procedure applied:

- The admin office will explain to them about their situation and what would happen if they keep behaving like this
- The child's parents will be notified and warned again if this continues and the child will have to be moved from that class
- If parents disagree they can arrange a meeting with the Head Imam and a chance could be given to them if seen beneficial and agreed by their teacher
- If parents have concerns they need to talk to the admin office and in no way they are allowed to confront a teacher. Parents who violate this rule will be warned and severe steps will be taken if they continue on this.