

Jamia Al-Hudaa

Islamic Residential College



Boarding Handbook 2018-19

**Forest House,
Berkeley Avenue,
Mapperley Park,
Nottingham
NG3 5TT**

Tel: 0115 969 0800

Fax: 0115 969 0818

E-mail: admin@jamiaalhudaa.com

Website: www.jamiaalhudaa.com

Table of Contents

| | |
|--|----|
| Principal's Message..... | 3 |
| Introduction | 4 |
| Aims | 4 |
| Ethos & Values..... | 4 |
| Promoting British Values at Jamia Al – Huda..... | 5 |
| Class Timetable..... | 5 |
| Office hours | 5 |
| Point of contact..... | 5 |
| Communication | 5 |
| Family holiday during term..... | 6 |
| Beginning and end of term..... | 6 |
| Change of address | 6 |
| Property..... | 6 |
| Mobile phones and telephones | 6 |
| Publicity..... | 7 |
| Driving to Jamia..... | 7 |
| CCTV | 7 |
| Jamia uniform..... | 8 |
| Timetable for residential | 8 |
| Timetable of Weekdays | 8 |
| Timetable of Weekends | 9 |
| Code of conduct for all students | 9 |
| Responsible internet use rules for staff and students..... | 10 |
| Rules for boarding | 11 |
| Boarding guidance | 11 |
| Items needed for Boarding..... | 11 |
| Jamia uniform | 11 |
| Residential dress | 12 |
| Accommodation | 12 |
| Stationary | 12 |
| Food | 12 |
| Additional Items | 12 |
| Laundry..... | 12 |
| Kitchen and dining hall..... | 12 |
| Sick room..... | 12 |
| Tuck-shop..... | 12 |
| Study Time | 12 |
| Common Room..... | 13 |
| Social Activities..... | 13 |
| New Pupil Induction | 13 |
| Sports Facilities and Outside Activities..... | 13 |
| Boarding Staff Roles..... | 13 |
| Other Shops..... | 13 |

| | |
|---|----|
| Room Mates | 13 |
| Guidelines for parents | 13 |
| Phone Calls | 13 |
| Phone calls are allowed during the following hours: | 14 |
| External visits..... | 14 |
| Pocket money | 14 |
| Home visits | 14 |
| Signing in and out | 14 |
| Fire Safety & Procedure | 15 |
| Doctors/Medical Arrangements | 15 |
| Students Complaint Procedure | 16 |
| Parents complaint procedure..... | 17 |
| Policies & procedures..... | 18 |
| Safeguarding and Child Protection Policy | 18 |
| Anti-Bullying Policy | 18 |
| Rewards and Behaviour Management Policy..... | 18 |
| School rewards matrix | 19 |
| Boarding rewards matrix | 20 |
| Jamia (school) behaviour management matrix..... | 22 |
| Boarding behaviour management matrix..... | 25 |

Principal's Message

السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

Welcome to Jamia Al-Hudaa.

Since our official opening on 17th August 1996, Jamia Al Hudaa's priority is to provide an outstanding all round education in the National Curriculum and Islamic Studies subjects. Education is at the forefront of our goals. Nevertheless academic achievement is of no benefit if the knowledge learnt is not put into practice. Therefore character building along with manners and behaviour play an equal role to the education gained, as the beloved Prophet (SAW) said that, "The best amongst you is the one with the best manners."

Students achieve accreditations in National Curriculum subjects, training opportunities and they will graduate with the status as an Aalimah (Scholar), the highest position and rank. Our hope is that all students believe in themselves and achieve to the best of their ability. Ameen.

I very much hope that this handbook will provide a helpful starting point as you begin your journey at Jamia Al-Hudaa.

Moulana Raza Ul Haq Siakhvy
Principal

Introduction

Jamia Al-Hudaa Residential College is an institution which provides education to mainly Muslim girls with boarding provision for girls over the age of 11. Jamia Al Hudaa is located on a spacious site which was previously a children's hospital in one of the best areas in the city of Nottingham.

Jamia Al Hudaa was set up in 1996 as part of the overall portfolio of services provided by Madni Trust (registered charity).

Jamia is managed by Head Teacher and Senior Management Team (SMT) on a day to day basis. Principal, under the guidance of Board of Trustees of Madni Trust, supervise overall affairs of Jamia.

Aims

Jamia Al-Hudaa aims to provide the following to all students regardless of their language, nationality, colour, disability, and religion:

- An easy, comfortable and relaxed environment where the students can study Islam along with the National Curriculum subjects.
- A promise to create a generation graced with Islamic Tarbiyya (Nurture) and capable of conveying the message of Islam through their knowledge and practice
- A new identity which will keep them attached to their Islamic & British values and improving their opportunities for future careers
- A thorough education that will help to equip them with the skills and confidence to face the realities of adult life
- An environment in which all students will have the opportunity to develop to their full potential according to their age, ability, aptitude and interests.
- To provide the best education in an Islamic environment through the knowledge of the Qur'an and Sunnah, and its application thus seeking the pleasure of Allah (swt)

Jamia Al Hudaa offers a curriculum which is broad and balanced. The curriculum is split into two main departments;

- Islamic Sciences
- National Curriculum

Ethos & Values

Everyone at Jamia will be given the chance to *Believe* in themselves and *Achieve*. We have a simple mission statement – **'Imagine, Believe and Achieve'** and this underpins everything we do at the Jamia. We seek out any opportunity to showcase the talents and abilities of our students: giving everyone the chance to Imagine, Believe and Achieve which means that happiness and success are much more likely to follow.

To complement our mission statement, everyone at Jamia Al Hudaa has agreed these five core values:

1. We try our best
2. We support each other
3. We keep each other informed
4. We listen to different opinions
5. We are proud to be part of the Jamia

Promoting British Values at Jamia Al – Huda

Jamia has a clear and embedded approach to including the British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance for those of different faiths and beliefs.

Class Timetable

| Period No | From | Until |
|-----------------------|-------------|--------------|
| 1 | 8.30am | 9.15am |
| 2 | 9.15am | 10.00am |
| 3 | 10.00am | 10.45am |
| MORNING BREAK | 10.45am | 11.00am |
| 4 | 11.00am | 11.45am |
| 5 | 11.45am | 12.30pm |
| SALAT-UL-ZUHR & LUNCH | 12.30pm | 1.30pm |
| 6 | 1.30pm | 2.15pm |
| 7 | 2.15pm | 3.00pm |
| BREAK | 3.00pm | 3.15pm |
| 8 | 3.15pm | 4.00pm |

Office hours

Jamia Office is open from 8.30am until 5.00pm Monday to Saturday.

Point of contact

Normal point of contact is the Main Reception Office.

Tel No: 0115 969 0800 Email: admin@jamiaalhudaa.com

Jamia reception staff is not in a position to deal with pastoral problems. They will, however, be pleased to pass on messages to relevant member of staff.

Communication

We believe that good communication between students, parents and teachers is a vital ingredient in a happy and successful career at Jamia Al-Hudaa. It is inevitable that a great deal of communication between the Jamia and home takes place by e-mail; the practical and pastoral benefits of this are undeniable and we welcome the swift dialogue that it enables.

Nevertheless, we all know that the amount of electronic communication has grown hugely in recent years and there are negatives as well as positives in this.

Answering e-mails is an important part of all our jobs, but we are also conscious of the lack of nuance, which an e-mail allows, and that the benefit of speedy communication can sometimes be at the expense of time for reflection and a wider perspective.

To this end, all parents are asked to consider the quantity, timing and tone of electronic communication and a similar expectation is reiterated to staff as well. We will always aim to give a prompt response to questions and concerns, but it is important to note that the rhythm of a teacher's day means that their

e-mail is checked intermittently.

I would also like to discourage parents and staff from sending e-mails later in the evening. Whilst this may seem like the only time available, it is often the case that the quality and tone of communication can deteriorate with the lateness of the hour. Please avoid lengthy exchanges of e-mails as a phone call or meeting will often be more appropriate and more productive.

Ultimately, we wish for common sense and courtesy in all our communications and I hope that staff and parents will bear this in mind as we work together for the benefit of the students.

Family holiday during term

Whilst we appreciate the pressures of working parents and the expense of holidays, we would be grateful not to receive requests for holidays during term time.

Beginning and end of term

Please help us by making your travel arrangements in good time so that you can ensure that your daughter does not need to leave early or return late. The large majority, especially those who travel by air from other continents, keep term admirably; the dates of term for the full year are printed in the Jamia calendar and are available on the website.

Change of address

Please keep us up to date by notifying the Jamia Office, of any changes of address or contact numbers or any change in circumstances affecting the school records at the earliest possible opportunity in writing or by email.

Email: admin@jamiaalhudaa.com

Property

Each student is responsible for her own key as well as safety of their belongings. A £10 deposit per key will be required when a student gets a room key, which they get back when it's returned at the end of the academic year. If they lose or break the key they will need to pay for a replacement.

Each student also has a lockable cabinet where they can store their food/belongings. Students will need to bring their own padlocks for the cabinet. All items of clothing and property should be clearly labelled with your daughter's full name. The boarding staff will not be responsible for objects left without supervision. Valuable objects or items should not be brought to the Jamia however if you do so they may be kept in the safe in the Main Supervisor's office.

Mobile phones and telephones

Telephones are situated along the corridors are allocated per rooms to enable students make easy contact with their parents and guardians. The Students can also receive incoming calls on the allocated number during specified times.

Mobile phones must not be brought into the Jamia except in the case of the boarder it is handed in at the Supervisors main office on arrival and collected by parents or Guardians on departure.

Similarly, day students may bring in their mobile phones for safety reasons only and on arrival it must be handed in to the Secretary's Office and on departure collected from this. Students whose mobile telephones ring during lessons can expect to have them confiscated and disciplinary action will be taken.

In the interests of safeguarding and good practice mobile phones are not allowed in the Jamia except in the circumstances outlined above; "Sir Michael Wilshaw, the ex-chief inspector of schools, said that apart from the distracting effect of a mobile going off in a lesson, handsets can be used for cyber-bullying and accessing online pornography at school." (Read more:

<http://www.dailymail.co.uk/news/article-2142085/Ofsted-chief-gets-tough-classroom-discipline-schools-penalised-failing-tackle-disruption.html#>); Mobile phone bans 'improve school exam results' <http://www.bbc.co.uk/news/education-32771253>

Publicity

From time to time, the Jamia will photograph and speak to students about their many achievements and we will sometimes wish to use them in publications or the website, with students safeguarding and welfare concerns a priority. Please see the options on parent consent form.

Travelling to Jamia

Day students holding a full licence may receive permission to journey to and from Jamia by car as long as the journey is direct and the car is not used in between these times. No passengers, other than family, may be carried without written permission from the passenger's parents. Parents are asked to write to the Head Teacher rather than to the residential staff on all matters to do with motor transport.

CCTV

At Jamia Al-Hudaa, safeguarding is paramount, therefore for safety reasons making it a safe and secure environment; we have CCTV in and around the premises. Recordings are made and will be deleted (according to requirements). If you have any further queries regarding this aspect, then please do not hesitate to ask a member of staff.

Jamia uniform

At Jamia Al-Hudaa we expect our Alma daughters to dress modestly at all times. We have rigorous requirements for uniform that have to be complied whilst at Jamia during the day.

- Maroon jilbab/abaya Jilbabs should be loose and a plain design without any slits down the sides or otherwise
- Black plain scarf (and must be worn securely using a safety pin etc. straight pins are not allowed due to health and safety.
- Black plain cardigan
- Sensible black shoes without laces
- Trainers (for P.E)
- We do sell uniform packs which consist of plain black pashmina shawl & loose material of 3 meters of wide maroon fabric – The Packs are £10 each. We also have arrangements with a tailor who can sew the jilbab/abaya made to measure for each students need. A sample of the uniform colour is also attached. If you would like further details regarding uniform then please do not hesitate to contact Ms Shahnaz on 0115 969 0820.



Timetable for residential

Timetable of Weekdays

| Time | Session | Activity |
|-------------------|---------------------------|---|
| Before Sunrise | Fajr Prayer | According to prayer timetable |
| 7:45 | Breakfast | |
| 8.30am to 12.30pm | Jamia Time | All students in their classrooms. |
| 12.30pm to 1.30pm | Break Time | All students in the dining hall downstairs / prayer hall |
| 1.30pm to 4.00pm | Jamia Time | All students in their classrooms. |
| 4.00pm to 6.00pm | Free Time | The girls can do whatever they want. Such as having a shower, ironing, hoovering, playing outside, using laundry, using tape and having food. |
| 6.00pm to 8.00pm | Homework Time | Individually do their work in relevant halls |
| 8.00pm to 9.00pm | Dinner | In the dinner hall downstairs, they can also prepare their own food by using microwave |
| 9.00pm to 9.30pm | Duties Circle (Mon – Thu) | Every Group do their duty. All the girls attend in the prayer hall. + Circles |
| 9.30pm | Bedtime | GCSE & 16+ students can stay up one more hour to study |

Timetable of Weekends

| Saturdays | | Sundays | |
|-------------------|---|-----------------------|---|
| Time | Activity | Time | Activity |
| Before Sunrise | Fajr Prayer | Before Sunrise | Fajr Prayer |
| 7:45 | Breakfast | After Fajr to 12.30pm | Free Time |
| 8.30am to 12.30am | Jamia Time | 12.30pm to 1.30pm | Dinner & Zuhr Prayer Time |
| 12.30pm to 1.30pm | Dinner & Zuhr Prayer Time | 1.30pm to 6.00pm | Free Time |
| 1.30pm to 8.00pm | Free Time | 6.00pm to 8.00pm | Collective Homework |
| 8.00pm to 9.00pm | Dinner & Prayer Time (according to timetable) | 8.00pm to 9.00pm | Dinner & Prayer Time (according to timetable) |
| 9.00pm to 10.00pm | Free Time | 9.00pm to 9.30pm | Duties |
| 10.00pm to 10:30 | Duties | 9:30pm | Bedtime |
| 10.30pm | Bedtime | | |

Code of conduct for all students

Following is a 'Conduct of Behaviour' that all students must follow:

- Respect all other people regardless of gender, race, colour, religion, nationality, disability and sexuality
- Behave in a quiet, polite and orderly manner
- Have respect for the teachers and other staff
- Follow the instructions of the teaching and non-teaching staff
- Knock on the classroom doors before entering
- Be punctual for all lessons
- Walk in corridors and stairways on the right
- Leave the lesson only when directed by a member of staff
- Hand in all work on time unless excused
- Respect each other's property and the property of Jamia Al-Hudaa
- Be clean and tidy at all times (not to write on desks or walls etc.)
- Work to the best of their ability during lessons
- Wear the uniform during lessons
- Adhere to the Islamic rules and ethos of Jamia.
- Promote individual liberty, and mutual respect and tolerance for those of different faiths and beliefs
- Consult their teachers/supervisors in any difficult situations
- Go to bed at the specified time (usually shortly after either Isha prayers or specified bedtime)
- Must attend lessons unless excused
- Inform members of staff if any student is misbehaving
- Must Not Bring or chew any type of chewing gum at Jamia Al – Hudaa.
- Must Not Show intimidating behaviour - physically, verbally or otherwise.
- Must Not Leave classrooms / lectures without permission.
- Must Not Leave the Jamia Al - Hudaa without permission.
- Must Not Eat or drink during lessons.
- Must Not Run along the corridors or on stairways.
- Must Not Assist or take part in propagating any group/sect/ideology in Jamia Al Hudaa.
- Must Not Bring into the Jamia any books or materials which propagate any group/sect or ideology

- **Must Not** Bring a stereo system, DVD, mobile phone, gadgets, tape recorder or any type of recording devices to Jamia Al – Huda.
- **Must Not** Use abusive language to others.
- **Must Not** Go into areas where the signs “No Entry” or “No Unauthorised Persons Beyond This Point” are in place, or enter into any other restricted areas.
- **Must Not** Misuse fire extinguishers.
- **Must Not** Play with or misuse any fire alarm equipment.
- **Must Not** Mix with other age groups or go to other’s bedrooms during collective study times or after bed time.

Furthermore any student found taking photos in the Jamia, using Facebook / any other social networking site in the Jamia or putting photos taken in the Jamia on Facebook or any other social networking site, will be sent home.

NOTE: Conduct of behaviour must be obeyed and failure to do so will result in disciplinary action and items will be confiscated. These are set to ensure the well-being of the students. Please ask for clarification if you do not understand.

Responsible internet use rules for staff and students

Jamia computer system provides Internet access to students and staff. This Responsible Internet Use statement will help protect students, staff and the Jamia by clearly stating what is acceptable and what is not.

- Users must access the internet via the user’s authorised account and password, which must not be given to any other person.
- Jamia computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- Users are responsible for e-mail they send and for contacts made.
- E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.
- Anonymous messages and chain letters must not be sent.
- Use of public chat rooms is not allowed.
- Jamia ICT systems may not be used for private purposes, unless the Head Teacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Security of ICT systems must not be compromised, whether owned by Jamia or by other organisations or individuals.
- Laptops used on the Jamia premises may only connect to the internet via Jamia’s network and internet filtering service.
- Downloading and exchanging of illegal music files across the Jamia network is not allowed.

Jamia cannot be held responsible for internet content accessed using devices other than Jamia computers and laptops. e.g. 3G mobile phones. Irresponsible use may result in loss of Internet access.

Jamia may exercise its right by electronic means to monitor use of the Jamia’s computer systems, including the monitoring of web-sites, interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the Jamia’s computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful. Those responsible for the unauthorised use of the Jamia’s computers will be subject to the full disciplinary sanctions.

Rules for boarding

In order to ensure a safe, healthy and happy environment, the following rules have been provided as guidance:

1. Clothing and toiletries should be contained within provided cupboards in order that the floor space is not congested.
2. Food items should be separated into two categories; dry foods and non-dry foods. Dry foods such as crisps, biscuits and cereals etc. may be contained in the cupboards. Non-dry foods e.g. meals and drinks (except water) are not permitted in the bedrooms or residential area.
3. No electric kettles, electric heaters, extension cords or other domestic (cooking appliances) and bottles of ink or correction liquid should be brought to the Jamia Al - Huda or kept in the bedrooms.
4. Any kind of weapons or other objects which can be used to harm others including explosives, matches, candles, pets, illegal substances and pornographic materials are not permitted in the building. Staff members will discipline boarders and confiscate such items found in a boarder's possession.
5. Washing and ironing should be confined to designated areas. The student must not iron her clothes in the bedroom.
6. Washed clothing should not be draped within the bedroom for drying sake or on railings within the corridors. Washing lines or dryers should be used
7. No medication should be stored amongst personal possession; these should be handed to a member of staff to store in the medical cabinet.
8. Large amounts of money should be handed to a member of staff for safe storage.
9. Any damage or loss should be reported to a member of staff immediately.
10. Causing damage to property, or harm to others (emotionally or physical) intentionally will result in disciplinary action.
11. Students are required to keep the Jamia Al - Huda clean (not to drop litter etc.). There will be a rota system for students. They are required to keep their bedrooms, community rooms, prayer room, corridors etc. clean at all times.
12. In the event of a student being excluded, the parents or guardians will be responsible for making all the necessary arrangements without objection or delay.
13. All Students must follow Code of conduct for all students.

Note: If any of the rules are not followed then this will result in disciplinary action. If you are unclear of any of the rules then please do not hesitate to contact the Admissions Department.

Boarding guidance

Items needed for Boarding

The Boarding students will require:

- Toothpaste
- Toothbrush
- Soap
- Towels
- Shampoo
- Toilet Paper
- Combs/Hair Brushes
-

Jamia uniform

Uniform for all residential and non-residential students

- Plain black Scarf without any designer names/patterns and is long enough to at least the elbow and must be worn securely using a safety pin etc. straight pins are not allowed due to health and safety.
- Dark Burgundy Jilbab which should be loose and a plain design without any slits down the sides or otherwise and reach below the ankle. Please see the attached sample on Uniform page of this guidance.

- Outdoor coat/footwear
- Indoor footwear
- Trainers for PE

Residential dress

- Loose fitting Shalwar Kameez or Kaftan accompanied with shalwar only. Kameez (shirt) should be at least knee length and loose. Kaftans should be to the ankle.
- Sleeping Clothes which should be a loose fitting Kaftan and Shalwar or Shalwar Kameez

Accommodation

- 1 pillow & 2 pillow cases
- 1 quilt & 2 quilt covers – you might want a slightly thicker one for winter.
- 2 bed sheets

Stationary

- Pen set (pens, pencil, ruler, eraser etc.) and a maths set.
- Writing Books (students can purchase exercise books/writing pads from Jamia’s Tuck-shop)

Food

Any dry food is permitted (i.e. cereals, sweets, crisps and biscuits etc... but **NO** chewing gum) and must be stored correctly.

Additional Items

- 2 Drinking/Tea Cups/Glass
- 2 Plates (Rice + Curry)
- 2 Spoons (For Rice + Tea Spoon)

Students and parents need to consider the amount of personal belongings and clothes taken to the Hostel since each student is provided one wardrobe. Any additional items which are considered to block the easy moving in and out of the room or make keeping the room tidy difficult will be taken to the store room.

Please do not bring any electrical items, including; radio and tape recorders; television; mp3 players; mobile phones; tablets; Nintendo/PlayStation or any other form of electronic/battery hand held games and irons. *If any of the prohibited items are found in possession of a student they will be confiscated.*

Laundry

Washers and dryers are available throughout the week. Laundry coins are £1 per wash and £1 per dry and are available from supervisor’s office. Students must book their laundry time with the supervisors’ office.

Kitchen and dining hall

The kitchen caters for halal diets but also other diets depending on healthcare needs. All students are expected to attend all meal.

Sick room

There are designated sick rooms for the use of students who need to be isolated for a period of time to rest properly and recover.

Tuck-shop

A tuck-shop operates within the Jamia by students to provide the students with snacks.

Study Time

All the students are required to attend study time. There are two large halls used for study time where they study from 6:00pm to 8:00pm where a staff member is present to help with the homework and monitor students.

Common Room

There is a common room situated on first floor of Block E. The common room is a relaxation area and is comfortably furnished where boarders can enjoy watching variety of programs through satellite TV. We keep a close eye on what girls are watching, and make sure they don't spend too long in front of the TV. There is no 'limit' as such; but we put on a wide variety of activities of all kinds, both indoor and outdoor, and strongly encourage students to take part in these.

Social Activities

Evening and weekend activities are organised to encourage creativity and to provide leisure time such as sewing classes, art activities, cooking, bench ball, football and book club.

New Pupil Induction

On arrival at the Jamia, students will be given an induction programme for boarding and education.

Sports Facilities and Outside Activities

Students are encouraged to take advantage of the gym/fitness room that is open for senior boarder's use at designated times. Boarders can make use of the two large playgrounds, gym hall and gardens during their free time. Table tennis tables are also available for students to use.

Boarding Staff Roles

Trustworthy, caring and dedicated staff members including Head Teacher, Head of Supervision, Supervisors, kitchen and cleaning staff, care for all the needs of the students. At all times of the day and night there is a member of staff on duty who can be contacted. The Head of Boarding and other staff keep in close contact with parents, sharing concerns with them. Students are encouraged to share their concerns and problems with their friends, boarding staff and daytime staff.

Other Shops

Boarders who stay behind on long weekends sometimes visit some of our local shops like ASDA and will be supervised by members of staff. Parents are able to order shopping for their daughter online from ASDA or the major supermarkets for it to be delivered. Dried food or items which for not require freezing or the fridge can be delivered.

Room Mates

All students in their first year will be sharing a room with other students of a similar year level. In the subsequent years sister's room is available.

Guidelines for parents

Parents/Guardians are requested to follow these guidelines in order to create and maintain good relationship between the parents and Staff at Jamia Al-Hudaa.

Phone Calls

Communicating with their daughter while she is at the Jamia can be a cause of anxiety for many parents, particularly in the early year's stages.

Do not be concerned if your daughter doesn't call home as regularly as you would like; this is almost certainly a sign that she is happy, busy and engaged at the Jamia – it is not because she does not need you anymore!

If you receive a call from your daughter and she is in distress (as bound to happen at some stage), remember that there are many things, very often minor things, that can upset children, and it is natural that they wish to talk to their parents. In these circumstances be calm and reassuring and then contact a member of the Boarding staff as soon as you can. More often than not, little problems that can be easily sorted out can seem impossible to a child. Sometime talking to mum and dad suddenly reminds them of home, thus bringing on feelings of homesick. More often than not they will be happily playing with the other children five minutes later and the parent will be left at home feeling dreadful. A quick chat with one of the members of the boarding staff usually will reassure parents.

Phone calls are allowed during the following hours:

| | | | |
|-----------------|------------------|-----|-----------------|
| Monday - Friday | 4:00pm - 5:45pm | and | 8:00pm - 9:00pm |
| Saturday | 1:00pm - 9:00pm | | |
| Sunday | 10:00am - 5:45pm | and | 8:00pm - 9:00pm |

No call is allowed out of these hours unless it is an emergency.

External visits

Upon arrival the parent/guardian of the student must report to the Admin/Supervision Office, who will arrange for the student to come to meeting room to see her parent / guardian.

Visiting is permitted strictly on weekends only, (Saturday 1:30pm to Sunday 5:00pm) unless the visit is arranged before arrival and authorised by Head teacher. Visiting is not allowed during lessons and homework time.

Pocket money

All parents are requested to deposit money into their daughter's Pocket Money Bank from which she can withdraw money whenever she needs it for buying books or anything from Tuck-shop. Students are not allowed to keep money with them.

Home visits

Students are allowed to visit home on weekends, (Saturday 1:00pm - Sunday 5:00pm). For safety and security Jamia's main gate is closed by 5:00pm, therefore, parents are requested to respect and adhere to these timings. It must be noted that prior permission should be sought for any additional leave by contacting the Head Teacher (during weekdays 10am - 4:00pm) and only she can grant permission. In case of leave required for doctors, dentist etc. proof of appointments will be required by the Jamia. The only people who can arrange for the leave are parents/guardians. If any other person comes to take a student, and we do not have records of that person (on SIMS), student will be forbidden to leave Jamia to ensure the safety of our students.

Whenever a student takes leave, under all circumstances parents/guardians must ensure that both parties (students/parents/guardians) inform the office upon departure and arrival and then sign out/in. If the case arises that the student's travel arrangements are not as normal i.e. due to special circumstances, then this will only be permitted after written notification from the parents/guardian. The parents/guardians are expected to take care that their daughters follow the Islamic practices (including daily prayers), revise their courses of studies they have already learnt at the Jamia by making a daily schedule.

Signing in and out

When students enter and leave Jamia with permission, they are required to be signed in when entering and sign out when leaving by a Mahram. This is an important requirement of Islam and Jamia will not allow any student be with a non Mahram at any time.

Signing in and out is equally important. All Mahrams are required to bring with them a valid form of identification in the form of a drivers licence or passport. This must be presented to the staff member in office. When mothers sign students in with the Supervisor she must also bring her passport or drivers licence and the Mahram is also required to report to the office with their passport or drivers licence. Students will not be permitted to return to the Jamia or leave the Jamia without this procedure being followed. Failure to do so may result in student's being sent home and having to reapply to the Jamia.

Fire Safety & Procedure

If you are visiting and the fire alarm sounds then both parents/guardians and students must leave the building via an emergency exit.

ALL staff, students and visitors should assemble according to following locations;

- **Block A, B, D** **Fire Assembly Point 1 (Main playgrounds)**
- **Block C** **Fire Assembly Point 2 (Main car park)**
- **Block E** **Fire Assembly Point 3 (Tennis court near Lodge)**

Students should line up in Alphabetical order, in silence, in tutor groups.

Doctors/Medical Arrangements

All boarders will be registered with the local GP arranged by the Jamia. However, this would mean that the student's patient records are transferred to Nottingham; terminating arrangements at home. Thus, in case of medical treatment at home, parents must ensure that the student is acknowledged as a 'temporary patient' so that medical records are not transferred back and forth; causing many inconveniences.

If a student is not feeling well she will need to tell a staff member who will assess her. In case of student not being able to attend lessons, she will remain in her room or sick room for the rest of the day. If she requires a doctor, a staff member will make an appointment for her.

Jamia Al-Hudaa also has a Medication Policy and all medicines are administered according to that policy. Boarders who need to attend Doctor / Hospital appointments will be chauffeured by a DBS checked female who will accompany the student and provide transport. Jamia Al-Hudaa does not cover travelling costs and therefore the parents/guardians will be charged accordingly.

Students Complaint Procedure

The diagram below provides a summary of the procedures. Please remember that it is normal and expected that each stage will be followed in sequence. It is also expected that there will be good reason to move on to the next stage in the procedures.

| | |
|--|---|
| If your complaint is about other students please go to <u>Stage 1</u> | If your complaint is about particular treatment from a member of staff go straight to <u>Stage 3</u> |
|--|---|

| What you should do | What will happen |
|---|--|
| Stage 1: If you are at Jamia you should speak to class or subject teacher, and if it is out of Jamia hours then you should speak to the In Charge of Hostel. | The relevant member of staff (whom you have passed the complaint) will resolve the matter on the same or next day. |



If you think that your problem has not been resolved by Class/Subject teacher Or In Charge of Hostel



| | |
|--|---|
| Stage 2: If you feel that problem has not been resolved then you may wish to speak to the Designated Safeguarding Lead “Mrs Neelam Khan”. | Designated Safeguarding Lead will look into your complaint and decide the best way of solving the problem and it might take up to 3 Jamia days in resolving your complaint. |
|--|---|



If you are not satisfied with the findings of the Designated Safeguarding Lead



| | |
|--|---|
| Stage 3: Speak or write to the Head Teacher. State your complaint; give all relevant details including why you do not accept the Child Protection Officer’s findings. | You should receive Head teacher’s findings within 5 Jamia days. |
|--|---|



If you are not satisfied with the findings of the Head Teacher



| | |
|--|--|
| Stage 4: Write to the Principal within 7 days stating why you are not satisfied with the Head Teacher’s finding and also giving all relevant details. | The Principal will make decisions to resolve the matter or refer it to disciplinary committee. You should receive an acknowledgement from Principal within 5 Jamia days and his findings within 10 Jamia days. * |
|--|--|



If you are still not satisfied or believe that the Jamia’s complaints procedure was not followed appropriately



| | |
|--|--|
| Stage 5: Contact OFSTED or Independent Listeners and they will listen to your complaint and will make recommendations to the management of Jamia Al-Hudaa. Their details are as follows: 1. Fouzia Sajjad, 77 Port Arthur Road, Nottingham, NG2 4GD, Tel: 0115 808 1027, Mob: 07861 774379 2. Shanaz Din, 98 Mornington Crescent, Nuthall, Nottingham NG16 1QE, Tel 07812 664643 OFSTED, Ofsted National Business Unit, Piccadilly Gate, Store St, Manchester, M1 2WD, Tel 0300 123 1231 | |
| * These timescales are advisory only in recognition of the voluntary nature of the work of the Principal. | |

Parents complaint procedure

Diagram below provides a summary of the procedures. Please remember that it is normal and expected that each stage will be followed in sequence. It is also expected that there will be good reason to move on to the next stage in the procedures.

| Informal | |
|---|---|
| What you should do | What will happen |
| Discuss the problem with the class or subject teacher, Head of Curriculum or Designated Safeguarding Lead. | The relevant person will make a written record of all complaints, the date on which they were received and any action taken by the Jamia as a result. |
| <p>▼</p> <p>Should the matter not be resolved within 10 working days or in the event of failing to reach a satisfactory resolution please proceed to Formal Stage 1 of this procedure</p> | |
| <p>▼</p> | |
| Formal | |
| Stage 1: Write to the “Designated Safeguarding Lead” stating you are making a formal complaint. State your complaint; give all relevant details, your name and how you may be contacted. | You should receive an acknowledgement within 5 working days and the Designated Safeguarding Lead’s findings within 10 working days. |
| <p>▼</p> <p>If you are not satisfied with the findings of the Designated Safeguarding Lead</p> | |
| <p>▼</p> | |
| Stage 2: Write to the Head Teacher. State your complaint; give all relevant details including why you do not accept the Designated Safeguarding Lead’s findings, your name and how you may be contacted. | You should receive an acknowledgement within 5 working days and the Head Teacher’s findings within 10 working days. |
| <p>▼</p> <p>If you are not satisfied with the findings of the Head Teacher</p> | |
| <p>▼</p> | |
| Stage 3: Write to the Principal within 10 days stating why you are not satisfied with the Head Teacher’s finding. | You should receive an acknowledgement from the Principal within 5 working days and the findings within 15 working days.* |
| <p>▼</p> <p>If you are still not satisfied or believe that the Jamia’s complaints procedure was not followed appropriately</p> | |
| <p>▼</p> | |
| Stage 4: Write to the Chairperson of the Madni Trust within 10 days stating why you are not satisfied with Principal’s findings. Request that a Complaints Panel is set up to investigate the matter. | The Chairperson of the Madni Trust will set up a panel to meet within 21 working days. You may be accompanied by one other person. The Panel will advise you of its findings within 5 working days. <u>THIS DECISION IS FINAL</u> |
| <p>* These timescales are advisory only in recognition of the voluntary nature of the work of the Principal.</p> | |

Policies & procedures

The following policies and procedures have been compiled together detailing the obligations of Madni Trust and rights and responsibilities of its employees. All employees and students are required to familiarise themselves with these policies. The interpretation of these policies rest with the Management Committee of Madni Trust and the responsibility of implementation of these policies lie with the Personnel Department.

These policies supersede all previous policies. The Management Committee shall meet at least once annually to decide whether to amend the policies e.g., to incorporate new legislation etc. Where amendments are required, the committee may appoint a suitable person or persons to facilitate such amendments.

The administration of 'who', 'how' and 'when' of the procedure shall rest with the Head of Personnel.

Safeguarding and Child Protection Policy

Jamia Al-Hudaa emphasises that young people have the right to be safe, secure and free from threat. The Jamia has procedures in place to help any young person who requests help and support on a confidential basis, in issues relating to Child Protection. We have a Designated Safeguarding Lead who deals with issues relating to Child Welfare / Protection. The Safeguarding & Child Protection Policy is also available on our website.

Anti-Bullying Policy

Bullying is when a person or a group picks on someone, who feels weaker or in some way different. Bullying can take the form of name calling, teasing, mocking, threatening someone, taking money or property, physical abuse, sexual or racial harassment. Bullying may make someone feel unhappy, isolated, hurt, angry, frightened or unsafe. If it carries on for a long-time, it can be very depressing and even fatal. Jamia Al-Hudaa takes bullying very seriously and responds promptly and effectively to the issues of bullying.

Rewards and Behaviour Management Policy

Effective procedures have been put into place to ensure that students are well behaved throughout their time at Jamia Al-Hudaa. There are sanctions and rewards for students. Sanctions such as duties, behaviour reports and detentions are given to students who misbehave. More serious offences such as smoking, drug abuse or bullying may result in permanent exclusion.

It is vital that the Behaviour Policy is viewed as a means of support for students. It is not just for "punishing". Although there will be occasions where a student does need to be sanctioned, this must be used in conjunction with supporting the student in order to try and make sure that the same situation does not arise again.

School rewards matrix

Jamia Al-Hudaa promotes a learning environment where everyone enjoys and achieves and success is rewarded. We have a system of rewards which aims to motivate and encourage students. This is an important aspect of the ethos of the Jamia in that the achievements and successes of students, at whatever level, are noted and given due worth. This helps to build upon individual self-confidence and self-esteem and leads to further personal development.

| Level | Example of academic achievement | Action to be taken – rewards (not all in any one stage may be appropriate on the same occasion) | Routine | Dealt with by whom |
|-------|--|---|--------------------------|---|
| 1 | Very good or excellent piece of work or contribution in class | Verbal praise Written comment on work Acknowledgement through Merit system | Daily / Weekly | Class Teacher |
| 2 | Sustained or extended very good work or excellent work Work which exceeds target Regular Homework Good Behaviour in Class on a regular basis Regular in Prayer Regular Attendance | As Stage 1 + comment on planner Sticker or Small Present Acknowledgement through Merit system | Daily / Weekly | Class Teacher |
| 3 | Repeatedly reaching Stage 2 Excellent across subjects through Merit System | Positive referral to Head of Department and postcard home Special mention in Assembly and/or letter home | Monthly / Termly | Class Teacher |
| 4 | Outstanding sustained effort and Achievement in Studies (1 st , 2 nd & 3 rd Positions) Student of the Year Quran Competition Nasheed Competition Sports Competition | Referral to Head Teacher for commendation Subject Award at Annual Awards Presentation Trophy at Annual Awards Presentation Position of Responsibility (e.g. Prefect) | Termly / End of the Year | Class Teacher or HoD to make referral Deputy Head Teacher or Head teacher to implement action |

Merit System for Achievements & Rewards Given in Assembly

| No. of Merits | Type of Award | Given By | Given at |
|---------------|----------------|---------------------|----------|
| 50 Merits | Bronze Award | Class Teacher | Assembly |
| 75 Merits | Silver Award | Head of Department | |
| 100 Merits | Gold Award | Deputy Head Teacher | |
| 150 Merits | Platinum Award | Head Teacher | |

Boarding rewards matrix

| LEVEL | EXAMPLE OF ACADEMIC ACHIEVEMENT | ACTION TO BE TAKEN – REWARDS (not all in any one stage may be appropriate on the same | ROUTINE | DEALT WITH BY WHOM |
|-------|--|---|--------------------------|---|
| 1 | Very good or excellent piece of work or contribution in Hostel Showing respect to fellow boarders | Verbal praise Written comment on work Acknowledgement through Merit system | Daily / Weekly | Supervisor on Duty |
| 2 | Continuous positive attitude in boarding Good manners Regularly willing to help the boarding community Good Behaviour in Hostel on a regular basis Regular in Prayer Regular Attendance | As Stage 1 + comment on planner Sticker or Small Present Acknowledgement through Merit system | Daily / Weekly | Supervisor on Duty |
| 3 | Repeatedly reaching Stage 2 Initiative shown to enhance the boarding experience Excellent across the life in Hostel through Merit System | Positive referral to Deputy head Teacher and postcard home Special mention in Assembly and/or letter home | Monthly / Termly | Head Supervisor |
| 4 | Boarder of the Year Room of the Year Nasheed Competition Sports Competition | Referral to Head Teacher for commendation Subject Award at Annual Awards Presentation Trophy at Annual Awards Presentation Position of Responsibility (e.g. Prefect) | Termly / End of the Year | Supervisor or Head Supervisor to make referral to Deputy Head Teacher or Head teacher to implement action |

Merit System for Achievements & Rewards Given in Assembly

| No. of Merits | Type of Award | Given By | Given at |
|---------------|----------------|---------------------|----------|
| 50 Merits | Bronze Award | Supervisor | Assembly |
| 75 Merits | Silver Award | Head Supervisor | |
| 100 Merits | Gold Award | Deputy Head Teacher | |
| 150 Merits | Platinum Award | Head Teacher | |

Copies of policies (see below) are available from the Jamia Office.

- Absence of a Student without Authority
- Admissions Policy
- Curriculum Policy
- Disability Equality and Access 3 Year Plan
- E – Safety Policy
- First Aid Policy
- Boarding Rewards and Behaviour Management Policy
- Crisis Management Policy
- Data Protection Policy
- Equality and Diversity Policy
- Fire Safety / Prevention Policy
- Health & Safety Policy

- Multicultural Education and Race Equality Policy
- Parent's Complaints Procedure
- Performing Arts Policy
- Promoting British Values Policy
- Rewards & Sanctions Policy & Behaviour Management
- Safeguarding & Child Protection Policy
- Medical (Health Care) Policy
- Mobile Phone Policy
- PSHE & Citizenship Policy
- Risk Assessment Policy
- Safer Recruitment & Selection Policy
- Students Complaints Procedure

Jamia (school) behaviour management matrix

| LEVEL | STATUS | EXAMPLE OF INCIDENT | ACTION BY | SANCTIONS AVAILABLE | PERSON RESPONSIBLE | WHO TO INFORM | HOW IS THIS INFORMATION SHARED |
|-------|--------------------------------|---|-------------------|--|--------------------|--------------------|--|
| 1 | MINOR | Lack of effort in class work. Failure to do a simple punishment. Late for a lesson / salat. Lack of equipment. Failure to obey simple instructions. Unacceptable Uniform Throwing or leaving litter | Classroom Teacher | Reprimand Repeating of class work. Repeating of above punishment. | Classroom Teacher | N/A | Referral via SIMS |
| 2 | REPEATED ACTIONS OR DISRUPTION | Repeats of Level 1 Disruptive behaviour Using inappropriate language in Jamia | Classroom Teacher | 1 or 2 warnings given in the lesson 5 minutes out of classroom Detention given by the classroom teacher Repeat class work | Classroom Teacher | Head of Department | Detention letter to parents if Day Student (24 hours' notice). Phone call to parents if Boarder student |

| | | | | | | | |
|---|--------------|--|--|--|---|---|--|
| 3 | SERIOUS | Failure to resolve the problems at Level 1 & 2 Failure to attend Class / teacher detention Blatant disobedience Missing lessons without permission Damage to Jamia property Bullying / Racism | Head of Department | Detention by Head of Department Withdrawal of privileges e.g. ICT usage. Meeting with Head Teacher / Deputy Head Teacher Yellow Report Card | Head of Department ----- Deputy Head to issue yellow report | Deputy Head Teacher | Detention letter to parents if Day Student (24 hours' notice). Letter and / or Phone call to parents by Deputy Head Teacher |
| 4 | VERY SERIOUS | Continuation of Levels 1, 2 & 3 Fighting Abusive language towards other students Theft Unsatisfactory yellow report card To do or bring anything to Jamia which is not allowed | Deputy Head Teacher with the approval of SMT | Social Inclusion Area OR Red Report Cards + Meeting with Principal in the presence of parent/guardian | Deputy Head Teacher | Head Teacher Head of Departments (who will inform relevant teachers) | Yellow and / or Red Report Cards. Letter to be sent home By Deputy Head Teacher and Phone call to parents |

| | | | | | | | |
|---|--|---|--|---|----------------------------|---|---|
| 5 | <p>PERMANENT EXCLUSION</p> <p>OR</p> <p>REQUIRE TO LEAVE</p> | <p>Continuation of Levels 1, 2, 3 & 4</p> <p>Use of offensive language to teacher / staff.</p> <p>Drug & Drinking related incidents</p> <p>Smoking</p> <p>Extreme violence.</p> <p>Repeated refusal to accept school discipline.</p> <p>“One off” incidents of extreme poor behaviour.</p> <p>Any incident which endangers the health and safety of students and/or staff.</p> <p>Very serious bullying</p> | <p>Deputy Head Teacher</p> <p>(Suspension by the approval of Senior Management Team and recommendation to Disciplinary committee for the decision)</p> | <p>Temporary OR Permanent Exclusion</p> | <p>Deputy Head teacher</p> | <p>Head of Departments, Admissions, And Finance</p> | <p>Letter to be sent home</p> <p>By Deputy Head Teacher and Phone call to parents</p> <p>Permanent Exclusion.</p> |
|---|--|---|--|---|----------------------------|---|---|

Boarding behaviour management matrix

| LEVEL | STATUS | EXAMPLE OF INCIDENT | ACTION BY | SANCTIONS AVAILABLE | PERSON RESPONSIBLE | WHO TO INFORM | HOW IS THIS INFORMATION SHARED |
|-------|--------------------------------|---|--------------------|--|--------------------|---|---|
| 1 | MINOR | Failure to obey simple Instructions / Hostel procedures such as not sleeping on time, late for homework time, throwing litter | Supervisor on Duty | Reprimand with a verbal warning | Supervisor on Duty | N/A | Recorded in Daily Hostel Diary Hostel Behaviour Record Sheet |
| 2 | REPEATED ACTIONS OR DISRUPTION | Repeats of Level 1 Failure to "Sign in or out" when entering or leaving Jamia Disruptive Behaviour Use of bad language | Supervisor on Duty | Detention / Duties between 4pm – 6pm (after dinner) * Stop individual for part of or whole of Hostel activity e.g. plain any particular game * Note: student must have their time at allocated time | Supervisor on Duty | Supervisor on Duty informs other Hostel Staff | Recorded in Daily Hostel Diary Hostel Behaviour Record Sheet |

| | | | | | | | |
|---|--------------|---|--|---|---------------------|---|---|
| 3 | SERIOUS | <p>Failure to resolve problems at Level 2.</p> <p>Use of any offensive or Inappropriate language to other students</p> <p>Disruption at bed time.</p> <p>Blatant disobedience</p> <p>Damage to Jamia Property</p> <p>Bullying & Racism</p> | Head Supervisor | <p>Repeat of Detention / Duties for 2-3- days</p> <p>Early bed 2-3 nights</p> <p>Stop individual for part of or whole of Hostel activity (not paid for).</p> <p>Meeting with Head & Deputy Head Teacher</p> <p>Hostel Report Card</p> | Head Supervisor | <p>Head Supervisor informs: Hostel Staff</p> <p>Head & Deputy Head Teacher</p> <p>Parents</p> | <p>Daily Hostel Diary</p> <p>Hostel Behaviour Record Sheet</p> <p>Phone Call to Parents by Head Supervisor</p> |
| 4 | VERY SERIOUS | <p>Continuation of Levels 1, 2 & 3</p> <p>Rudeness to staff</p> <p>Fighting or any inappropriate actions towards other students.</p> <p>Damage or deliberate misuse of Jamia property.</p> <p>“Visiting” other rooms after bedtime</p> <p>Theft</p> <p>To do or bring anything to the hostel which is not allowed</p> | Deputy Head Teacher with the approval of SMT | <p>Social Inclusion Area + Meeting with Principal in the presence of parent/guardian</p> <p>Red Report Card</p> | Deputy Head Teacher | <p>Head Teacher</p> <p>Heads of Departments (who will inform all relevant staff)</p> | <p>Daily Hostel Diary</p> <p>Hostel Behaviour Record Sheet</p> <p>Report Cards</p> <p>Letter to be sent home by Deputy Head Teacher and / or</p> <p>Phone call to parents</p> |

| | | | | | | | |
|---|-----------------------------------|---|---|---------------------|---------------------|---|---|
| 5 | PERMANENT EXCLUSION FROM BOARDING | Continuation of Levels 1, 2, 3 & 4 Use of offensive language to supervisors / hostel staff Drug & Drinking related incidents including Smoking Extreme violence Repeated refusal to accept Hostel Discipline Severe poor behaviour Any incident which endangers the health and safety of students and/or staff Out of Bounds on Site Inappropriate Sexual Behaviour Very serious bullying & racism | Deputy Head Teacher (Suspension by the approval of Senior Management Team and recommendation to Disciplinary committee for the decision) | Permanent Exclusion | Deputy Head Teacher | Head Teacher All Heads of Departments Admissions Finance | Letter to be sent home By Deputy Head Teacher and Phone call to parents Permanent Exclusion. |
|---|-----------------------------------|---|---|---------------------|---------------------|---|---|