



CODE OF CONDUCT 1443/44 – 2022

Learning is optimised in a harmonious, disciplined and pleasant environment. For this purpose, the Madrasah has adopted the following Code of Conduct.

UNIFORMS:

Learners must be neatly attired. This creates uniformity, simplicity and helps them focus.

The uniform consists of a short kurta, a matching pants with a matching topi/hat. The kurta must be long sleeves with slits on the sides. Both kurta and pants, **must** be above the ankles.

Colour of uniform: Gr 0 – 5: Beige and Gr 6 – 9 and Hifz class: White

Topi/Hat: The topi/hat must match the colour of the uniform being worn. The topi/hat must be a 5 panel fabric topi.

Shoes: Plain black shoes. (both the sole and the shoe must be black)

Socks: Plain grey school socks.

T-shirt/vest: Plain white t-shirt or vest under the kurta.

P.E: Learners should wear a long plain white t-shirt under their kurtas. The pants / bermuda should be the same colour as the kurta.

Hair: Hair must be short and one length. Two lengths hair will not be allowed.

Uniform sets, topi/hats, socks and t-shirts will be available for purchase from the Madrasah Insha Allah. (While stocks last.)

Those parents who will be making their sets privately, are advised to view a Madrasah sample and have it sewn accordingly.

STATIONERY:

Stationery packs may be purchased from the Madrasah. For those who wish to purchase privately, a stationery list should be requested. All notebooks must be covered using the Madrasah book covers. These must be purchased from the Madrasah.

TEXTBOOKS:

Textbooks must be purchased from the Madrasah.

LUNCH:

Lunch is a very important and crucial requirement in your child's day, assisting him to function and concentrate well. Please prepare an appetising and healthy lunch which your child will eat and enjoy. Kindly note: NO sugary foods are allowed eg. jam, chocolate spread, biscuits, cakes, chips, sweets, chocolates, cold drinks etc.

Snacks: Healthy snacks such as fruit, nuts, raisins, yoghurt etc. are advisable for the 2nd break.

We would also encourage parents to teach our boys appreciation for all kinds of foods even though they may be simple in terms of preparation. As part of their nurturing, parents are encouraged to pack simple lunches occasionally, such as butter bread for example. This inculcates simplicity and appreciation.

FEES:

The base fee for the year 2022 is as follows: All grades: R7700.00 per annum.

Payment could be made as follows:

Termly payments:

Four termly payments of R1925.00. This should be paid within the first month of every term.

Monthly payments:

Ten monthly payments of R770.00. This should be paid within the first week of every month from January to October.

The cost of excursions, sports and technology projects have been incorporated within the fee structure.

Payment could be made in cash or eft. Banking details are as follows:

Name of account: At Taqwa Madrassah

Bank: Absa

Branch: Durban City

Account no.: 9229157283

Branch code: 632005

In the case of eft, kindly email proof of payment to: accounts@taqwaboys.co.za

If you are unable to afford the fees, kindly contact the office for:

- (a) Concession or
- (b) Zakaat bursary

For those who can afford it, please note that the actual cost of educating a child is R13000.00 per annum which equates to 10 monthly payments of R1300.00 per learner. Despite this actual cost, the Madrasah keeps the fees as affordable to parents as possible. The Madrasah receives the shortfall through Lillah contributions. Those parents who can afford more than the base fee, are encouraged to contribute more, in accordance to their respective budgets.

TRANSPORT:

The Madrasah offers transport. We regret that space is limited.

Payment could be made in cash or eft. The fee for the year 2022 is as follows:

1. One-way – R2500.00 per annum. Payments may be made over ten monthly payments of R250.00
2. Round-trip – R4200.00 per annum. Payments may be made over ten monthly payments of R420.00

Kindly request a transport application form and submit to confirm your child's space for the year 2022.

MADRASAH TIMES:

Grade 0: Monday to Thursday – 7:30 to 12:00 and Fridays- 7:30 to 11:00

Grade 1-9 : Monday to Thursday – 7:30 to 14:30 and Fridays- 7:30 to 11:00

Hifz: Session 1: Monday to Thursday- 7:30 to 14:30

Fridays- 7:30 to 11:00

Saturdays- 7:30 to 10:00

Session 2: Monday to Thursday- 14:45 to 16:00

EXTRA CURRICULAR ACTIVITIES:

Extra-curricular activities and events are planned for our learners periodically. The sole purpose of such activities is to enhance and motivate our learners. As far as possible, these activities are sponsored with a nominal charge or no charge at all. We therefore humbly request our parents to ensure that their children participate in such activities, since much voluntary time and planning goes towards the logistical arrangements. Participation in such activities will be a great form of appreciation.

Swimming lessons: Swimming is greatly encouraged in Islam. Added to this, it greatly enhances one's focus, courage and confidence. Parents are advised to encourage their sons to participate in these lessons. There would be an additional fee charged during the year for those pupils who enroll for these lessons. This charge is dependent upon the coach hired. Parents will be informed during the year Insha Allah.

DROPPING OFF AND PICKING UP OF LEARNERS:

(1) Ensure that learners are dropped off and picked up timeously. Do keep in mind that teachers will only be on duty for 10 minutes after school.

(2) Please pay attention to the following procedures when dropping off and picking up your child. These procedures have been designed for the safety and convenience of both our learners and parents/lift clubs. It also allows us to give due consideration to our neighbours and motorists. It is the duty of parents to inform lift clubs of procedures. May Allah Ta'aala reward you for your co-operation.

- All vehicles must use our driveway route for both drop off and pick up times.
 - Vehicles must enter via the Hartley road entrance and exit on View street as illustrated hereunder.
 - Learners must be dropped off and picked up at the back of the madrasah. This area is safe and ensures that we do not inconvenience the traffic flow on View Street.
 - Co-operation and courtesy to our guard/traffic officials on duty is essential.
 - Please do not use the Teachers' parking during drop off and pick up times.
- May Allah Ta'aala reward you for your consideration and patience.



DISCIPLINARY CODE OF CONDUCT:

Teaching and learning is optimised in an environment of harmony and discipline. It is therefore incumbent to maintain a high and consistent standard of discipline.

All forms of corporal punishment are strictly prohibited in the Madrasah. Instead, alternate forms of disciplinary action will be implemented. These may include standing for a few minutes, staying in during breaks, block punishment and in severe cases; detention after school. Together with these, positive behavior will be promoted through incentives, praise and rewards. Our goal is to promote the positive and discourage the negative. May Allah Ta'aala grant success.

1. Learners must be respectful to the staff and prefects of the Madrasah. Disrespect in any and all forms will not be tolerated.
2. Learners must safeguard the property of the Madrasah. Students will be liable for any damages caused willfully or as a result of gross neglect. Such damage to Madrasah property will be deemed as a serious offence. Writing on walls, doors, etc., will also be regarded as a serious offence.
3. Learners may not be involved in any type of business on the Madrasah premises.
4. Non-completion of work without a valid reason shall be treated as an offence.
5. Bullying, mocking and intimidation shall be treated as an offence and be subject to disciplinary action.
6. Any learner who stays absent must produce a note from the parents stating the reason for being absent. Courtesy demands that the parent/guardian informs the Madrasah when their child/ward is absent.
7. Learners must not leave the Madrasah premises during Madrasah hours without the permission of the Principal. Medical appointments must be made outside of Madrasah hours if at all possible.
8. It is forbidden to bring guns, knives, radios, cell phones, psp's, mp3s, mp4s, newspapers, comics, magazines, novels and other similar literature to the Madrasah. The Madrasah has full right to destroy any of these or related accessories found on the premises or on any learner. Any other electronic device will only be allowed if written permission has been obtained from the office.
9. Failure to adhere to the rules of the Madrasah will warrant disciplinary action.
10. Any teacher experiencing a problem with any learner, whether such problem pertains to behaviour or teaching or otherwise related to the conduct of the learner will refer the matter to the Principal. The decision of the Principal will be final and binding on the learner.

TERM DATES:

Parents are advised to plan their holidays, umrah trips, etc. within the allocated Madrasah holidays. Learners absent without any valid reason will not receive any mark for any missed assessment tests or exam.

Take note of the Madrasah Terms:

Madrasah Terms 1443/44 - 2022					
Term	Duration	No. of weeks	Actual no. of Madrasah days	No. of public holidays	Proposed Exam dates
1	19 Jan – 25 Mar	10	47	1	10-Mar
2	05 April – 24 June	11	46	8	6-June
3	19 July – 30 Sept	11	52	2	14 -Sep
4	11 Oct- 14 Dec	10	47	0	24-Nov
Total		42	192	11	

*These rules and dates are continuously reviewed and revised and may change.

*In order to receive WhatsApp broadcast messages and circulars kindly save 081 523 8850 to your contacts and send a WhatsApp message stating the name, surname and grade of your child.

* General enquiries: admin@taqwaboys.co.za.

* Account- related enquiries: accounts@taqwaboys.co.za.

* The Ameer/Principal: mlyusuf@taqwaboys.co.za.