



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

# Madrasah Code of Conduct

## Introduction:

This Madrasah provides a conducive environment for learning and spiritual growth. Our Code of Conduct ensures that all students, staff, and parents understand their roles in maintaining discipline, respect, and adherence to Islamic principles.

## 1. General Principles:

- **Respect:** All members of the Madrasah community must demonstrate respect towards teachers, staff, peers, and the property of others.
- **Safety:** The safety and well-being of students and staff are paramount. Any actions that threaten the safety of others will not be tolerated.
- **Integrity:** Honesty and integrity are essential values in all aspects of Madrasah life, from academic work to personal interactions.

## 2. Attendance and Punctuality:

- **Regular Attendance:** Students must attend all classes and scheduled activities unless a valid reason is provided.
- **Punctuality:** Students are expected to arrive on time for classes, Salah, and other activities. Late arrivals disrupt the learning environment.

## 3. Uniform and Appearance:

- **Uniform Compliance:** Students must wear the prescribed uniform. The uniform promotes simplicity and focus.

143 Clarence Road, Essenwood, Berea, South Africa

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PBO - 930032671



**Grades 0-2:** Black Tunic Cloak with logo, red piping and a plain black pants. This **must** be purchased from the Madrasah.

**Grades 6-9 and Hifz:** Black full-length Cloak with red piping, a logo and plain black pants. This **must** be purchased from the Madrasah.

- Plain white T-Shirt/Vest should be worn under the cloak.
- Headgear: A red scarf/short burka. This **must** be purchased from the Madrasah.
- Footwear: Plain black shoes with plain black socks.
- Jerseys and Jackets: Only uniform jerseys and jackets are to be worn. These **must** be purchased from the Madrasah.
- Jewellery: Simple watches and studded earrings will be allowed. No other jewellery items will be allowed.
- Personal Hygiene: Students must maintain a high personal hygiene and cleanliness standard.
- Stationery and Bags:
  - Stationery packs may be purchased from the Madrasah. A stationery list should be requested for those who wish to purchase privately.
  - All notebooks must be covered using the Madrasah book covers. These **must** be purchased from the Madrasah.
  - Pupils are required **only to use** the Madrasah bags, lunch bags and pencil cases. These **must** be purchased from the Madrasah.

#### 4. Madrasah Times:

- Grade 0: Mondays to Thursdays – 7:45 to 12:00 and Fridays- 7:45 to 11:15
- Grades 1-9: Mondays to Thursdays – 7:45 to 14:45 and Fridays- 7:45 to 11:15

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### 5. Academic Responsibilities:

- Completion of Work: Students are responsible for completing all assigned work on time. Failure to do so without a valid reason will be regarded as an offence.
- Preparation for Classes: Students must come to class prepared with the required textbooks, notebooks, and stationery, which must be covered and labelled according to Madrasah guidelines.

### 6. Behavioural Expectations:

- Respect for Authority: Students must show respect and courtesy towards all Madrasah staff, including teachers and prefects. Disrespect in any form will not be tolerated.
- Prohibition of Bullying: Bullying, mocking, or intimidation is strictly forbidden and will result in disciplinary action.
- Property Protection: Students must respect Madrasah property and will be held responsible for any damage caused due to negligence or willful misconduct.
- Prohibited Items: Bringing guns, knives, cell phones, smart watches, or other harmful and electronic devices to the Madrasah is strictly prohibited unless specific permission is obtained. Any unauthorized items found will be confiscated.

### 7. Health and Nutrition:

- Lunch Guidelines: Students must bring a nutritious and appetizing lunch. Sugary snacks, soft drinks, and unhealthy food are not allowed. Healthy snacks such as fruits and nuts are encouraged.
- Physical Education: Participation in physical activities, including swimming lessons, is encouraged as part of overall development.



### 8. Dropping off and picking up:

- Ensure that learners are dropped off and picked up timeously. Remember that teachers will only be on duty for 10 minutes after school.
- Please follow the procedures when dropping off and picking up your child. These procedures have been designed for the safety and convenience of our learners and parents/lift clubs. It also allows us to give due consideration to our neighbours and motorists. Parents must inform lift clubs of procedures.
- 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.

### 9. Disciplinary Actions:

- Non-Corporal Discipline: The Madrasah strictly prohibits corporal punishment. Alternative disciplinary measures such as detention, extra assignments, or loss of privileges will be used.
- Escalation Process: Repeated offences or serious misconduct will be escalated to the principal, whose decision will be final and binding.
- Parental Involvement: Parents will be informed and involved in the disciplinary process when necessary.
- 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.



## 10. Communication and Cooperation:

- Holiday Planning: Parents are encouraged to plan vacations during the Madrasah's official holidays. Please refer to the official Madrasah Calendar. Absences during the term may result in missed assessments and no marks being awarded.
- Contact Information: Parents must ensure the Madrasah has up-to-date contact details and must stay informed through official communication channels.
- May Allah Ta'aala reward you for your co-operation.
- These rules and dates are continuously reviewed and revised and may change.
- 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@taqwagirls.co.za](mailto:admin@taqwagirls.co.za)
- Account-related enquiries: [accounts@taqwaboys.co.za](mailto:accounts@taqwaboys.co.za)
- Management: [adesai@taqwagirls.co.za](mailto:adesai@taqwagirls.co.za)
- The Ameer/Principal: [mlyusuf@taqwagirls.co.za](mailto:mlyusuf@taqwagirls.co.za)

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