



Policy and Procedure Guide for

Majid Umar and YMA

Compiled and written by
Committee Members



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General Information and Contracts

1. INTRODUCTION

Masjid Umar and YMA's aim is to provide a caring learning environment for our pupils and to provide both basic and elementary Islamic education to Muslim children irrespective of their race, colour, ethnicity, or geographical background. Our intention is to create and maintain an atmosphere throughout the entire Madrasah that promotes teaching, learning and achievement of the highest quality thereby enabling every individual the opportunity to acquire and develop the knowledge, skills and understanding that will prepare and facilitate them throughout their life.

Our Principal objectives are:

- ❖ To provide a safe, nurturing environment for our pupils
- ❖ To enrich Islamic values and beliefs in the hearts of our pupils, in light of the Qur'aan and Sunnah
- ❖ To promote a centre of excellence from within an Islamic environment enriched with values of discipline and respect
- ❖ To present a curriculum that is intellectually stimulating and appropriate
- ❖ To provide instruction that encourages development of Islamic morals and values and practice upon them
- ❖ To ensure all pupils are treated fairly and equally
- ❖ Recognise the need to respond to children's individual needs
- ❖ Constantly strive to raise standards of learning and achievement
- ❖ To adopt a professional approach with Madrasah related issues
- ❖ To foster values of good citizenship within our environment
- ❖ To assist every child reach their maximum potential

MADRASAH GENERAL RULES & BEHAVIOUR

All Staff members must arrive promptly for lessons and observe the Madrasah rules and regulations as explained in the policies and procedures document. All staff members are required to familiarise themselves with all Madrasah policies and procedures. Serious matters or breaches of rules should be immediately reported to the Madrasah Office. The following guidelines are directed towards staff and must be observed at all times:

- Treat pupils with due care and consideration. Do not use language that is inappropriate within an Islamic setting, i.e. labelling pupils, or using rude and insulting language or names to call them
- Deal with pupils and problems appropriately. Avoid confrontation and use the allowable disciplinary measures sparingly. Never use any form of physical chastisement against pupils (See Disciplinary Policy and Procedure).

- Use your time productively for the benefit of your pupils. The use of mobile phones is permitted to make and receive Emergency calls only. The use of phone accessories such as headphones whilst in class is strictly prohibited.
- All Teachers must adhere to teaching of the agreed syllabus, and must complete the syllabus within the Madrasah academic year

.1 Pupil Behaviour and Conduct

All Staff members are requested to constantly remind pupils about Islamic etiquettes and the importance of respect and behaviour towards everyone around them. All staff members must set appropriate standards for pupils and firmly apply the code of conduct as described below. The following behaviour rules shall be directed towards pupils and must be observed at all times:

- NEVER play around in the Masjid and Madrasah, even if the teacher has to leave the classroom.
- NEVER shout or make loud noise inside or outside the classroom. Raise your hand if you need to speak to the teacher
- NEVER answer back to the teacher. Respect everyone
- NEVER bring sweets or chocolates in the classroom. Chewing gum is totally forbidden
- NEVER throw objects across the classroom.
- NEVER fight, strike, or spit at anyone for any reason
- NEVER damage other people's property including Qurans, Books, benches, doors, walls, windows etc.
- ALWAYS walk quietly and sensibly around the Madrasah and Masjid premises
- NEVER use abusive language or swear or be rude to teachers or any other member of the Madrasah staff
- NEVER call anyone names or make fun of them or bully anyone in the Madrasah
- NEVER bring any weapon or harmful substance to the Madrasah like knives, or substances such as cigarettes or drugs
- ALWAYS learn your lessons beforehand and come to the Madrasah on time with Wudhu and all essential items (i.e. books)

The Madrasah has a strict policy against any form of bullying or harassment. All incidents of bullying amongst pupils or harassment of staff by parents are to be immediately referred to the Imams Office.

All mobile phones must be handed in to Madrasah office at the beginning of Madrasah and collected at home time. If a pupil is in possession of a mobile phone or any electronic device (iPad, iPod etc) and the pupil is caught playing or using their devices then the teacher must confiscate it. The device will be handed in to the Madrasah Office who will contact the parents to collect the device from the office.

3. ACCEPTABLE CLOTHING & APPEARANCE

As an Islamic establishment that teaches and promotes all aspects of Islamic life, the Madrasah also aims to teach and instruct pupils about appearance and clothing according to the Islamic faith. This applies to all those who are involved at the Madrasah including staff and pupils. All staff members are expected to dress appropriately and modestly with Islamic Principles, and in a way that gives our pupils the correct impression of how we must appear. Staff must also instruct pupils to be clean and tidy at all times.

The following Madrasah policy will be implemented with respect to clothing and appearance of pupils:

Boys Classes:

- All male pupils must wear appropriate trousers and a Thobe (*White Thobe ONLY on a Friday*).
- All male pupils must avoid wearing inappropriate headgear. Baseball Caps and hats emblazoned with crude messages and animations are forbidden. Wearing a "Kufi" (*mosque hat*) is acceptable.
- Trousers must be kept above the ankles at all times. Items of clothing that have 'tears' as a fashion item are not permitted
- Jewellery items are strictly prohibited for male pupils, and will be confiscated.
- Pupils are NOT allowed to have 'short back and sides', 'step' or 'fringe' haircuts. Haircuts must follow Islamic Principles (i.e. length of hair must be approximately the same throughout)

Girls Classes:

- All female pupils must wear a plain black Abaya
- All female pupils must have all their hair covered with headscarves (hijab) which should be white in colour
- Jewellery items such as chains or rings / earrings (gold or silver) are strongly discouraged for safety reasons
- The use of makeup is also not allowed.

Pupils coming to Madrasah wearing inappropriate clothing shall be given a verbal warning. If pupils continue to ignore warnings they shall be referred to the Madrasah Office. Male pupils that come to Madrasah with un-Islamic haircuts are to be sent to the Madrasah Office immediately. In this event the pupils/parents shall be allowed a period of one weekend to correct the issue. Pupils will not be allowed back to the Madrasah until the appropriate corrective action is taken by pupils and parents. Failure to comply will result in further disciplinary action being taken.

ATTENDANCE / ABSENCE & LATENESS POLICY

Madrasah will begin promptly at 5:00pm and end at 7:00 pm Monday to Friday. All staff members must be in class by 4:50pm (*Timings during holiday periods will vary*)

4.1 Staff Absence Policy

All staff members must be in class by 5.00 pm every day. On arrival all staff members will be required to confirm attendance and comply with the timekeeping system. Staff punctuality is very important as it has an effect on the pupils. In exceptional cases where a staff member is running late, then the Madrasah must be informed in advance so that the pupils are not left unsupervised. **(Please contact the Management directly)** This applies only in exceptional circumstances and is not to be abused in any way.

The following should be kept in mind regarding absences:

- Staff members who wish to take short term leave (i.e. 1 to 2 days) must give at least one weeks' notice.
- Long term absence (i.e. more than 2 days) will require notice of approximately 2 to 3 weeks so that alternative arrangements can be made.
- Staff members who wish to leave the Madrasah must give at least 8 weeks advance notice so that a suitable replacement can be found

4.2 Pupil Attendance / Absence Policy

Pupil attendance and punctuality are very important as they have an effect on education and behaviour. Pupils shall be strongly encouraged to attend Madrasah on time every day. Absences can be detrimental to child's learning, hence pupils are to be encouraged not to be absent for even one day of Madrasah. The Madrasah does not allow extra- curricular activities(such as football and after school clubs) during Madrasah times as this can have a negative impact on learning.

The following attendance / absence rules shall be directed towards parents and pupils at the Madrasah:

- Madrasah begins at 5:00 pm. Pupils should not arrive at the Madrasah before 4.45 pm. Children must be dropped off and picked up on time.
- Where possible pupils / parents should notify the Madrasah of any absences or lateness in advance. This must be in written form for records. If prior notification is not possible, then a note signed by the parents must be sought the very next day
- Parents and pupils are to be encouraged to take leave during Madrasah holidays. The Madrasah holiday timetable is planned to be in line with school holidays as far as possible, so that there is minimal disruption to the pupil's education.
- Parents must ensure that they collect their children on time.
- Long term absence such as long overseas holidays are not permitted as they have a great effect on the child's learning. Parents who wish to raise any issues regarding this are to be directed towards the Imams Office.
- Pupils who have less than 85% attendance shall be referred to the Principals Office
- Parents shall be informed of their child's attendance record if they are regularly absent, late, or suspected of truancy, and will be required to provide an explanation

5. DISCIPLINARY POLICY AND PROCEDURE

Discipline is vital in the running of the classroom and Madrasah, and must be taken very seriously. A disruptive child can disturb the essential running of the classroom. Fellow pupils can be affected by badly behaved pupils who interrupt the education for others. The following 'classroom' disciplinary actions can be taken against disruptive students. This will be in combination with the disciplinary procedure on the following page:

- Verbal warnings
- Standing up (Maximum 15 minutes per session for younger pupils, and 25 minutes for all others)
- Writing lines
- Standing in one corner of the classroom away from the remainder of the class
- Referring pupils to other teaching staff (with their agreement) or Imams Office for reprimand (**referral to other classes must be discussed with the management**)
- Exclusion from classroom (This action can only be taken if the child can be seen by staff and there is no safety risk, or any risk of absconding)

Please bear in mind that the Imams office is not the first resort when it comes to disciplining a disruptive child. However a violent pupil may be referred directly to the Imam if they are a risk to themselves, to a fellow pupil, Or to a member of staff.

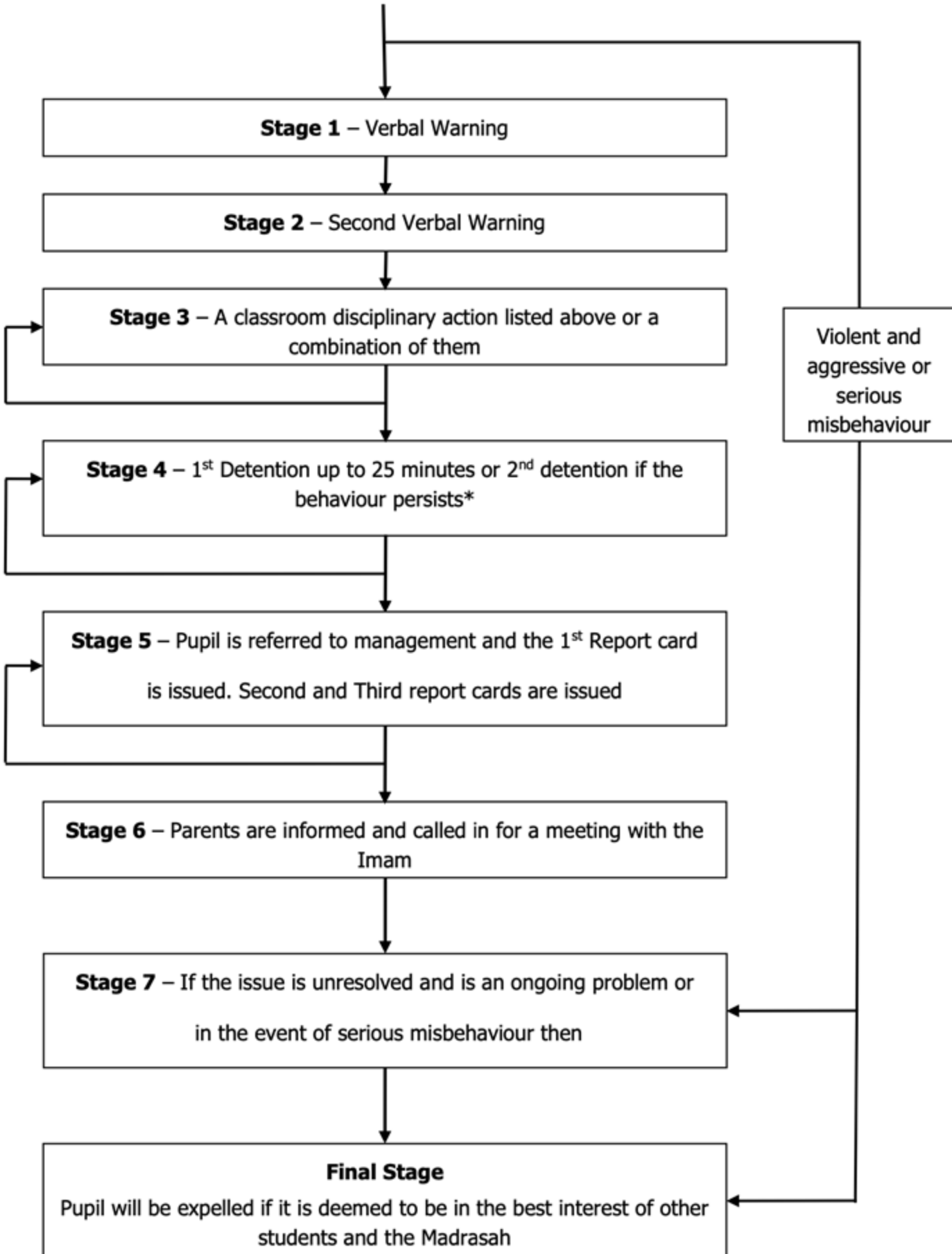
'IMPORTANT'

Under no circumstances must any member of staff inflict any form of physical chastisement on the pupils. This includes actions such as pulling cheeks, pulling ears, pinching, or throwing pens and pencils etc. Other forms of strenuous physical reprimand such as 'chair' or 'chicken' are also not permitted.

Note: In the event of violent and aggressive behaviour towards pupils and staff or serious misconduct, the pupil must be removed from the classroom and referred to the Madrassah Office immediately.



DISRUPTIVE PUPIL



*for older pupils only

6.1 Detentions

The purpose of detention is to emphasise to the students that they are responsible for their behaviour and completion of their work. It will enable the Madrasah to be successful and enable pupils to achieve their best, while understanding the consequences of their actions. The aim is to make a positive contribution to the pupil's moral, character, and learning.

Detention is to be issued to pupils who are behaving in an unacceptable way. This may include inappropriate behaviour such as disrespecting the teacher or disrupting the class and showing little consideration to fellow pupils.

Detention is also to be given to pupils who consistently fail to meet standards and deadlines that are set by the teacher. Detention is only to be given to pupils who show lack of interest and effort in learning lessons. It is not to be given to pupils who are identified as having learning difficulties or special needs (see Special needs section) unless they show disruptive behaviour. The detention is to be issued based on the pupil's conduct and learning over a two week period. The purpose of the detention is to enhance the learning of a child who constantly fails to meet classroom standards. All detentions will be supervised by a member of staff to ensure the child's time is put to best use.

The following detention procedure will be implemented at the Madrasah:

- Detention will be held every weekday evenings between 7:00 and 7:30 PM. Detention will only be given to the older pupils.
- Teachers will be asked to hand in the names of students for detention to the Madrasah office
- Pupils will be issued with the detention letter prior to the detention date. The Detention letter must be signed by the parents and returned the following day.
- If a valid and acceptable reason is given by the parents, the detention can be changed to a future day.
- The child will sit the detention the following day.
- The detention session will be supervised by members of staff on an alternating basis. Under no circumstances will the Madrasah waive the detention. There will be no exception for any pupils with respect to any rules or status.
- Pupils will be expected to complete or work on their lessons during the detention period.



6.2 Report Cards

Report Cards are the next step in the Madrasah disciplinary procedure after detention. Pupils will be put 'On Report' if there are no changes in behaviour or learning following the two detention periods. Report Cards can be issued to pupils in any class, and will in place of detention for younger pupils. The Reports Cards will be issued from the Madrassah Office after the pupil has been referred by the teacher.

The following process will be implemented at the Madrasah:

- Pupils will be referred to the Madrassah Office to be issued the first Report Card
- Pupils will be instructed to give the report card to the teacher as they enter the classroom every day
- Staff members must complete the report card and sign it each day and return it to the pupil before they leave at the end of the Madrasah
- Pupils are to be reminded that the parents must sign the report card each day. Pupils that return the card without the parent's signature are to be referred to the Madrassah Office.
- At the end of each week pupils shall be referred to the Madrassah Office where they may be given a new report card based on the pupils learning and conduct over the previous week



The Madrasah is responsible for the health and safety of pupils while at the Madrasah. In order to ensure the safety of our pupils all members of staff will be required to undergo a Disclosure and Barring Service (DBS) check, previously known as the Criminal Records Bureau (CRB) check, before being allowed to work with or around children as per legislation. Applicants who are unsuccessful or in the event of changing circumstances, will not be allowed to continue to work at the Madrasah.

7.1 Child Protection

The Madrasah has a zero tolerance policy against any form of physical or emotional abuse against children. Allegations of abuse by colleagues, parents or children will be fully investigated by the Madrasah. If they are proved true then further action leading to dismissal could be taken if necessary and if in the best interest of the Madrasah. Similarly false allegations against members of staff will also be dealt with firmly by the Madrasah. Members of staff and all parties will be kept informed as we deal with any complaints. Staff members should be alert to signs of abuse, and if there is cause for concern then it should be reported to the Management immediately.

In addition the following safety policy will be implemented at the Madrasah:

- Pupils must be supervised at all times during the Madrasah hours. Should the need arise for staff members to step out of the classroom momentarily then a staff member from the adjacent class must be informed. This staff member will then keep an eye on the class until the teacher returns.
- Pupils are not to be sent outside the classroom unless it is necessary e.g. toilet breaks.
- Pupils are not to be sent home during Madrasah hours for any reason. Pupils that need to be isolated (i.e. sickness or disciplinary reasons) are to be referred to the Imams Office where parents will be contacted and asked to collect their children.
- Pupils that are involved in accidents or injury during Madrasah are to be referred to the Madrassah Office immediately. See First Aid policy.

‘IMPORTANT’

Staff members should avoid all forms of physical contact with pupils unless it is necessary i.e. administering First Aid. Pupils may be physically restrained using minimal contact if they present a risk to themselves, staff members, or other pupils.

All staff members are reminded to refrain from any activities that would harm or jeopardise our Madrasah.

7.2 Health and Hygiene

The Madrasah recognises that some children may have special dietary or medical needs as well as personal circumstances which have been highlighted by parents. In such cases staff should be alert to signs of ill health and refer pupils to the Madrassah Office immediately.

Personal hygiene is also very important. In order to promote good health and hygiene in our Madrasah staff members are to direct the following rules towards parents and pupils. Staff members should also make sure that they themselves do not attend Madrasah if there is a risk of spreading infectious illnesses to the pupils:

- Pupils should come looking clean and tidy, socks etc should be changed on a regular basis
- Pupils must be made to visit the lavatory prior to coming to the Madrasah. Toilet and Wudhu facilities are available for emergency use only
- Children with illnesses or infections such as a rash, discharge from the eyes or nose, or diarrhoea are to be sent to the Imams Office so that parents can be contacted and asked to collect them. The children should be kept at home until they recover so that other pupils are not affected
- Pupils that become ill during Madrasah are to be sent to the Madrassah Office. The Madrasah will contact the parents and ask them to collect their children, or take whatever steps that are considered appropriate which may include emergency assistance
- All staff members are reminded to check for medical conditions/allergies before distributing food or sweets to the children

7.3 First Aid, Sickness & Soiling

Staff members should respond immediately to any accidents or injuries that may occur during Madrasah time. A first aid kit is available from the Madrassah Office should any pupil need any minor first aid treatment as a result of injuries sustained either during or prior to Madrasah e.g. minor cuts etc. Pupils that show serious signs of illness or who have sustained serious injury are to be sent to the Madrassah Office immediately. An Accident / Incident report will be completed if required. Parents shall be informed of any injuries sustained while at the Madrasah.

The following First Aid, Sickness, and Soiling policy will apply at the Madrasah:

- Pupils with minor injuries shall be referred to the Madrassah Office for first aid treatment by the First Aider
- For more serious injuries or illnesses pupils shall be sent to the Madrassah Office for treatment,. The Madrasah will contact the parents and ask them to collect their children, or take action that is considered appropriate which may include emergency assistance
- All injuries sustained during Madrasah shall be reported to the Madrassah Office. An Incident / Accident report shall be completed by the staff member if required
- Parents will be informed of any injuries sustained during Madrasah

- Pupils that are sick or soil the carpets during Madrasah shall be isolated from other children, i.e. surrounding pupils shall be instructed to move so as to not cause discomfort
- The Madrassah Office shall be informed of any soiling incidents so that parents can be informed and take the child home

8. CHILDREN WITH LEARNING DIFFICULTIES, DISABILITIES, OR SPECIAL NEEDS

The Madrasah recognises that there are pupils who have learning difficulties, disabilities or special needs. The Madrasah has a strict anti-discrimination policy with regards to pupils with special needs and will make every effort to provide Islamic education to all pupils regardless of ethnic background, race, or ability.

Children with special needs may not only be those with physical disabilities, but those who find learning, memorising and understanding Qur'aanic concepts and rules, as well as other Islamic Principles difficult to understand. These pupils generally find it difficult to keep up with the progress of the class despite showing the commitment and effort to learn. This is not to be confused with pupils who fall behind due to lack of effort or laziness on their part.

The following guidelines and approach shall be implemented for pupils who are identified as having learning difficulties or special needs:

- Pupils with learning difficulties or special needs can be referred to the Madrassah Office for further information and advice or additional help as to how to help them progress in their learning
- Allow pupils with learning difficulties to continue to progress in their learning at their own pace and ability. DO NOT 'force' them to progress with the remainder of the class or apply additional pressure such that they become disheartened with Madrasah
- DO NOT apply disciplinary measures such as Detention or Report Cards to pupils with learning difficulties who show effort and commitment to learn due to lack of progress in their learning. Disciplinary actions can be applied for behavioural reasons
- DO NOT discriminate against pupils with learning difficulties by allocating less time and resources to help them with their learning. Apply a reasonable amount of time (including spare time) to help them progress
- DO NOT use phrases or sentences that will make a child lose hope such as "you're not capable of doing it". Use motivating and inspiring words.
- Incorporate pupils with learning difficulties as much as possible in class activities and general learning topics so that they feel part of the class, and allow them the opportunity to continue to develop in other subjects as much as possible

9. INTERACTION WITH PARENTS / COMPLAINTS PROCEDURE

In order to provide the best Islamic education for our pupils all groups involved must work together to bring out the best in our pupils. This includes staff members, parents, and Madrasah management. We aim to work in partnership with our parents through effective communication in such a way that will encourage mutual support, and ultimately the development of every individual to their full potential. Interaction between the Madrasah and parents is very important. The Madrasah welcomes parent's views, complaints, comments, and suggestions and will respond to them accordingly.

The following Madrasah policy will apply with regards to interaction with parents:

- The Management will facilitate staff members to discuss general progress issues of pupils only with parents.(female teachers should only discuss with mothers. Fathers should be directed to the Imam) .For all other issues parents are to be directed to the Madrassah Office.
- Under no circumstances should any staff member confront parents or attempt to resolve any issues without authorisation
- All complaints against the Madrasah will be requested in writing
- Allegations of misconduct against the Madrasah / staff will be fully investigated and action will be taken accordingly
- On receipt of a written complaint that is of a serious nature the Madrasah may invoke suspension from work until the matter is resolved
- An utmost effort shall be made to resolve any issue through discussions or appropriate action deemed necessary
- The Management will keep the teacher informed of the complaint and procedure so parents/teacher/ Imam and all parties involved are kept up to date.
- Parents must respect staff and not talk unnecessarily to others until all the facts have been proven, verified and authenticated.
- A record will be kept of all dealings between staff/ teachers and Imams

10. MISCELLANEOUS

10.1 Gifted Pupils

The Madrasah recognises that there are pupils who exceed in their lessons and learning, which may lead to some of them feeling unchallenged or un-stimulated, and / or feeling that they are being held back and not being able to progress. In such cases staff members are instructed to provide additional tasks beyond the required syllabus for the year which will cater for the needs of these pupils. For recommendations and planning of additional tasks please refer to the Madrassah Office.

All staff members are encouraged to discuss the current status of the class as well as any concerns with either progress or behaviour, or any other issues that need to be addressed with the Madrasah Management. The Madrasah will deal with any issues that have been raised at the earliest opportunity.

10.2 Madrasah Assembly

A Madrasah Assembly will be held every Friday for all pupils at the Madrasah. The assembly will address general issues such as Islamic morals and ethics as well as 'Tarbiyyah' with regards to both Islamic and non-Islamic events throughout the year.

10.3 Tolerance and Anti - Extremism

The Madrasah has a zero tolerance policy against any form of prejudice, Intolerance, or incitement to hatred directed at any race, culture, religion, or groups of people. All staff members must adhere to Islamic Principles whilst at Madrasah and educate pupils of the sublime character and etiquettes of the Prophet S.A.W. and conduct according to the Qur'aan and Sunnah. Disciplinary action will be taken against any member of staff who is in violation of this policy.

Teachers must work Islamically i.e. professionally, acknowledging the Imams experience and level of education.

Teachers should also keep in mind that all pupils must be treated equally and none should be given preferential treatment

Pupils must not be encouraged to talk about teachers about other members of staff. Any concerns should be addressed to the Imam directly

10.4 Exams and Award Ceremony

The Madrasah will hold examinations at the end of the academic year. Students will be tested on their progress in Quran, memorised Surahs and Duas. Written exams will be organised to test the students' knowledge in Fiqh, Aqaaid and Islamic History. An end of year presentation (Award Ceremony) will also be held by pupils and staff to acknowledge the efforts and commitment of all those at the Madrasah.

10.6 Pupil Enrolment

Student enrolment will take place once a year from the 1st of September till the 15th September. Any names given after this date will be placed on the waiting till the following year.

The following will be taken into consideration when enrolling a new student:

- The age of the child- children below the age of 5 will not be accepted
- Parents commitment- children who will not attend on the designated days will not be considered
- Parents who are not ready to fulfil the Madrasah procedures and policies will not be given a place.

Preference will NOT be given based on race or ethnicity. Pupils will be enrolled depending on their position on the waiting list.

10.7 Parent Evening

Parent evenings will take place twice a year, fathers and mothers are invited to the Madrasah on separate days. This is a compulsory requirements and parents must attend.

11. TEACHER REQRUITMENT

11.1 Teacher Recruitment

The Madrasah will recruit volunteers based on their Islamic knowledge, Islamic practices, commitment, previous experience and their fluency in the English language. Teachers will be interviewed and may be tested to assess their understanding of Islam. Volunteers should be capable of teaching Quran and have the basic understanding of Fiqh, Aqaaid and Islamic history. Volunteers should also be capable of working as part of a team and carrying out instructions from the management.

11.2 Current Teachers

Members of staff are advised to familiarise themselves with the 'procedures and policies'. Failure to adhere to these policies will cause the Madrasah organisation to disintegrate. Members of staff will be warned and reprimanded if these policies are not upheld.

Teachers who have suggestions that may prove beneficial to the Madrasah are requested to place their suggestions in written form in the suggestion box. Suggestions will be checked weekly and will be dealt with as the management see fit.

Teachers are also reminded to remember that no teacher holds a privileged position in the Madrasah, nor does any teacher hold rank over any other member of staff. Failure to adhere to the principles of equality will bring a stern warning from the Management.

Members of staff are also reminded that our objective is the education of our children. Teachers should avoid criticising, backbiting or slandering other members of staff. If members of staff have a disagreement in Madrasah then matters must not be taken into their own hands. The Imam will act as a mediator and will aim to resolve the situation.

Teachers should bear in mind that discussing fellow members of staff with parents/other staff or outsiders is not acceptable and will not be tolerated.

11.3 Teachers Uniform

In the same manner that we expect our students to be attired in Islamic clothing teachers should also aim to maintain a high standard in their Islamic attire. Please ensure that you enter and exit the Masjid in correct clothing. (Black Abaya and Hijab)

11.4 Teachers Meetings and Training

Staff members will also be expected to attend meetings and training sessions that are scheduled throughout the year.



12. Bookings

12.1 Nikah Ceremonies

- Bookings must be made at least 10 days prior to the Nikah.
- You can hire the number of rooms depending on your requirements.
- Each room cost £35 to hire (currently no time restrictions)
- The kitchen facility can be used at a cost of £35.
- You must bring your own paper role, and cutlery for your event.
- The facility should be left in the same condition as you found it

12.2 Sports Facilities

- £20 to hire the sports hall for two hours
- All the desks and chairs must be put back before your leave the sports hall.

12.3 Other events

You can use YMA for many other events such as:

- Education
- Sports
- Weddings
- Funerals

To make a booking visit
www.ymasheffield.co.uk

GENERAL INFORMATION AND
CONTACTS

For queries and in case of emergency, please keep
the following contact numbers with you:

IMAM SHOHAIB DESI: +44 7878 663330