



STUDENT BOARDING HANDBOOK 2023-24



Jamia Al-Hudaa Nottingham

Residential Darul Uloom for Girls Est. 1996

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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.

(Molana) 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-Hudaa

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 9.00am until 4.00pm Monday to Friday.

Point of contact

Normal point of contact is the Main Reception Office.

Tel: 0115 969 0800 Email: admin@jamiaalhudaa.com

Secretary Office for Female Relatives: 0115 969 0820

Email: Secretary@jamiaalhudaa.com

Jamia reception staff will pass on messages to relevant members of staff to deal with pastoral problems. It is better to for female family member to contact the secretary office for pastoral or Jamia education related issues.

Communication

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

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 emails is an important part of all our jobs, but we are also conscious of the lack of nuance, which an email 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 email is checked intermittently.

I would also like to discourage parents and staff from sending emails 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 emails 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 and especially exam times.

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 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 & Contact Details

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 | Secretary@jamiaalhudaa.com

Property

Each student is responsible for her own key as well as safety of their belongings. A £20 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. There is a lot of research, especially recent studies, which show the detrimental impact of mobile phones on the wellbeing of young children so we are confident that this policy is the best for our children's education and upbringing.

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 the parent consent form which forms part of the acceptance pack for all new admissions.

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 transport.

Gate Timings

The specific page for this can be found on the [following link](#).

Monday to Saturday (Teaching Days in Calendar) - 8am to 4.30pm

(We advise to arrive by 4pm at latest in order to leave by gate closing time)

Sunday - 10am to 4.30pm

(We advise to arrive by 4pm at latest in order to leave by gate closing time)

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 Aalimah daughters to dress modestly at all times. We have requirements for uniform that have to be complied with whilst at Jamia during the day.

- Maroon Jilbab/Abaya Jilbabs should be loose and a plain design without any slits down the sides etc.
- 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
- Black Shalwar Kamees & Trainers for P.E.
- For new students; we advise parents to get in touch with the uniform supplier below and order the uniform through them.

Uniform Supplier Contact

Details: www.Kiasikollection.co.uk | Info@kiasikollextion.co.uk

[Jamia Al-Hudaa Order Form](#)



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	8.00pm to 9.00pm	Dinner & Prayer Time

	Time (according to timetable)		(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 etc.
- 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 – Hudaa.
- **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 email they send and for contacts made.
- Email should be written carefully and politely. As messages may be forwarded, Email 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 Email 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'a 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-Hudaa 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 - we recommend plastic BPA free utensils)
- 2 Spoons (For Rice + Tea Spoon)

Students and parents need to consider the number 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 TV (programmes are vetted by senior staff). 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 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. **Pocket money must be given to student in cash when they are dropped off to hand over to staff member.**

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 not be allowed to leave Jamia without further written parental consent to ensure the safety of our students.

Whenever a student takes leave, under all circumstance's 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

The arrangement and costs of healthcare visits (GP, Hospital, Dental Care) or any other external visits such as trips and excursions are the sole responsibility of the parents and are not included in the parental contributions.

In the case of an emergency – parents are contacted so that they can try their best to come as soon as possible to accompany their child for the emergency. If this is not possible, the management approaches staff (all our staff have DBS checks in places) to give up their own time to accompany any child to appointments/emergencies. We then communicate with the parents – who usually allow to proceed with costs mentioned. Most Parents are very grateful that we can help them in this regard as sometimes they have no way of making it on that day due to commitments etc. **Payments for any invoices raised must be paid in cash.**

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



<p>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:</p> <ol style="list-style-type: none"> 1. Samira Abdullahi Mobile: 07928619913 2. Humaira Rahman Mobile: 07515936321 3. The Office of the Children's Commissioner, 20 Great Smith Street, London, SW1P 3BT Tel: 020 7783 8330 Website: www.childrenscommissioner.gov.uk 4. 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.
▼	
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	
▼	
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.
▼	
If you are not satisfied with the findings of the Designated Safeguarding Lead	
▼	
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.
▼	
If you are not satisfied with the findings of the Head Teacher	
▼	
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.*
▼	
If you are still not satisfied or believe that the Jamia’s complaints procedure was not followed appropriately	
▼	
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>
* These timescales are advisory only in recognition of the voluntary nature of the work of the Principal.	

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.

Jamia 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.

DOORS OF PARADISE	AREA OF ACHIEVEMENT	POTENTIAL AWARDS/ LOG	ROUTINE
<p style="text-align: center;">Imaan/ Dhikr</p>	<ul style="list-style-type: none"> • Compassion for others by helping and supporting • Consistent Cleanliness and hygiene • Selflessness • Respect and care for all resources of knowledge • Truthful and honest conduct • Politeness and considerate to the environment around you • Respect for the classrooms and general Jamia property • To regularly perform daily dhikr and Masnoon Duas • Modest dress code and exemplary uniform • Positive attitude to Jamia and life 	<ul style="list-style-type: none"> • Report up to 3 merits on central log. • Verbal praise • Written comment on work 	<p style="text-align: center;">Daily / Weekly</p>
<p style="text-align: center;">Salah/ Persistence</p>	<ul style="list-style-type: none"> • Consistently on time for all activities • Sustained or extended good or excellent work/contribution to lessons • Work which exceeds target • Regular Homework • Good Behaviour in Class on a regular basis • Consistent polite and humble conduct throughout the Jamia day. • Displaying resilience and applying oneself to set tasks • Constant on time/present for Salah 	<ul style="list-style-type: none"> • Report up to 3 merits on central log. • Verbal praise • Written comment on work 	<p style="text-align: center;">Daily / Weekly</p>

<h1>SADAQAH/ RAYYAN</h1>	<ul style="list-style-type: none"> • Patience and gratitude in learning and behaviour • Helping or contributing towards the less fortunate • Positive contribution towards the Jamia or wider community • Consistent verbal conduct and positive relationships. • Promoting healthy eating and leading by example • Promoting the health of safety of oneself and others • Fasting on an optional basis • Sharing ideas and resources with others 	<ul style="list-style-type: none"> • Report up to 3 merits on central log. • Verbal praise • Written comment on work 	<p>Daily / Weekly</p>
<h1>HAJJ/ DISCIPLINE</h1>	<ul style="list-style-type: none"> • Working well with others in and out of the classroom • Tolerance and forgiveness • Approaching a member of staff to help another student that may require support or help • Child to Child support • Consistent respect to members of staff • Sisterhood • Resolving arguments and disputes between others • Good and positive behaviour on outings and trips. 	<ul style="list-style-type: none"> • Report up to 3 merits on central log. • Verbal praise • Written comment on work 	<p>Daily / Weekly</p>

No. of Merits	Type of Award	Details	Given By
50 Merits	Bronze Award	1 to 1 appraisal meeting Complimentary correspondence with parents Certificate for Award Potential 'Baabul Jannah' Award	Middle Leaders/ Staff member appointed by SLT
100 Merits	Silver Award	1 to 1 appraisal meeting Complimentary correspondence with parents Certificate for Award Potential 'Baabul Jannah' Award	Head of Education
150 Merits	Gold Award	1 to 1 appraisal meeting Complimentary correspondence with parents Certificate for Award Potential 'Baabul Jannah' Award	Head Teacher
200 Merits	Platinum Award	1 to 1 appraisal meeting Complimentary correspondence with parents Certificate for Award Potential 'Baabul Jannah' Award	Principal

Jamia Behaviour Management Matrix

LEVEL	STATUS	EXAMPLE OF INCIDENT	ACTION BY	POSITIVE CONTRIBUTION/ SANCTIONS AVAILABLE	PERSON RESPONSIBLE	WHO TO INFORM	HOW IS THIS INFORMATION SHARED
1	MILD	<ul style="list-style-type: none"> Lack of effort in class work. Failure to do a simple punishment. Late for a lesson / Salah. Lack of equipment. Failure to obey simple instructions. Unacceptable Uniform Throwing or leaving litter Not walking on the right side of the corridor and in an orderly manner 	Staff member	<ul style="list-style-type: none"> Reprimand Repeating of class work. Detention with positive contribution Extra cleaning duty if throwing litter 	Staff member	N/A	Referral via central log
2	QUITE SERIOUS	<ul style="list-style-type: none"> Repeats of Level 1 Disruptive behaviour Using inappropriate language in Jamia Making noises or screaming in any part of the Jamia Pottery in the classrooms or inappropriate places of the building. Missing Salah 	Staff member	<ul style="list-style-type: none"> 1 or 2 warnings given in the lesson Istighfaar Detention given by the classroom teacher cleaning a part of the Jamia Prayer hall detention going over virtues and importance of prayer 	Staff member	Head of Education	Referral via central log Detention letter to parents if Day Student (24 hours' notice). Letter or Phone call to parents

3	SERIOUS	<ul style="list-style-type: none"> • Failure to resolve the problems at Level 1 & 2 • Failure to attend Class / teacher detention or refusal to carry out above sanctions • Blatant disobedience • Missing lessons without permission • Damage to Jamia property • Bullying / Racism • Cheating-No marks • Lying 	Head of Education	<ul style="list-style-type: none"> • Detention by middle leaders/ Head of Department • Withdrawal of privileges e.g. ICT usage. • Meeting with Head of Education • Yellow Report Card • Recovering damage • Positive contribution in assembly • Cleaning after teatime • To monitor the shelves and corridor of dining hall and prayer hall at lunchtime. • To put together Ayaat and Ahadith on not lying. 	Head of Education ----- Head of Education to issue yellow report	Head Teacher	<p>Referral via central log</p> <p>Detention letter to parents if Day Student (24 hours' notice).</p> <p>Letter and / or Phone call to parents by Head of Education</p>
4	VERY SERIOUS	<ul style="list-style-type: none"> • Continuation of Levels 1, 2 & 3 • Fighting • Abusive language towards other students • Inappropriate relationship with another pupil • Theft • Unsatisfactory yellow report card • To do or bring anything to Jamia which is not allowed e.g. Chewing gum 	Head Teacher with the approval of the behaviour committee	<ul style="list-style-type: none"> • Apology letter • Positive contribution in assembly <ul style="list-style-type: none"> • Social Inclusion Area • Red Report Cards <p style="text-align: center;">+</p> <p>Meeting with SLT/Principal in the presence of parent/guardian</p>	Head Teacher	Head Teacher Head of Education (who will inform relevant teachers)	<p>Yellow and / or Red Report Cards. Letter to be sent home By Head Teacher and Phone call to parents for meeting</p>

5	<p>PERMANENT EXCLUSION</p> <p>OR</p> <p>REQUIRED TO LEAVE</p>	<ul style="list-style-type: none"> • Continuation of Levels 1, 2, 3 & 4 • Use of offensive language to teacher / staff. • Drug & Drinking related incidents • Smoking • Extreme violence. • Repeated refusal to accept Jamia discipline. • “One off” incidents of extreme poor behaviour. • Any incident which endangers the health and safety of students and/or staff e.g. breaking windows, purpose cause of allergy, fire, pushing or sliding down the stairs. • Very serious bullying 	<p>Head Teacher (Suspension by the approval of the behaviour committee and recommendation to Disciplinary committee for the decision)</p>	<p>Temporary</p> <p>OR</p> <p>Permanent Exclusion</p>	<p>Head Teacher</p>	<p>Head of Education , Admissions, And Finance/ Admin Office</p>	<p>Letter to be sent home By Head Teacher and Phone call to parents</p> <p>Permanent Exclusion- Letter to be sent home by Disciplinary committee.</p>
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Boarding Behaviour Management Matrix

Level	Example of incident	Action By	Positive contribution/ Sanctions Available	Person Responsible	Who To Inform
Level 1	<ul style="list-style-type: none"> . Failure to change out of Jamia uniform by 4:15 . Misuse the call queue . Failure To obey simple instructions . Inappropriate clothing . Coming late for homework time/ Any set activity . Not cleaning bedrooms daily . More than 5 lates and 3 Absences/ Less than this 	Supervisor	<ul style="list-style-type: none"> . Detention with positive contribution . Extra cleaning if throwing litter . Istighfaar . Detention (Salah) 	Supervisor	Report on SIMs
Level 2	<ul style="list-style-type: none"> . Repeats of Level 1 . Disruptive Behaviour . Using inappropriate Language . Making noises or screaming . Missing Salah . Misuse of any of the facilities i.e., Water . More than 2 weeks detention for salah 	Supervisor	<ul style="list-style-type: none"> . Istighfaar . One off cleaning a part of the Jamia / Duties between 4pm-6pm after dinner . Prayer hall detention going over virtues and importance of prayer. . Detention in social inclusion area . Intervention for Salah 	Supervisor	Report on SIMs Head of Boarding

<p style="text-align: center;">Level 3</p>	<ul style="list-style-type: none"> . Failure to resolve problems at Level 1 & 2 . Damage to Jamia property . Bullying (Cyber,Physical,Verbal or Threating behaviour) . Lying . Disruption at bed time . Absent from Halaqa/ Surah Kahf . Eating in areas not permitted to eat in . Mixing inappropriately with other year groups . Misuse of Laundry time/Shower times . Extreme poor hygiene . Rudeness to monitors/prefects . Touching people's property without their permission . Failure to “sign in or out” When entering or leaving Jamia . Out of bed after bedtime without permission . Poor salah intervention results 	<p style="text-align: center;">Head of Boarding</p>	<ul style="list-style-type: none"> . Attend bullying course . Meeting with Head of boarding . Yellow Report Card . Extra Cleaning Duty for a number of days . Early bed time 2-3 nights . A speech of dishonesty and its effects . Principal Meeting, in the case of Poor Salah Intervention 	<p style="text-align: center;">Head of Boarding</p>	<p style="text-align: center;">Report on SIMs</p> <p style="text-align: center;">Head of Boarding</p>
<p style="text-align: center;">Level 4</p>	<ul style="list-style-type: none"> . Continuations of level 1, 2 & 3 . Fighting . Rudeness to supervisor . Abusive language towards other students . Theft . Unsatisfactory Yellow Report Card . “Visiting” other rooms after Bedtime . Bringing items to the Jamia which is not allowed . No Improvement in Salah attendance 	<p style="text-align: center;">Head teacher with approval of the behaviour committee</p>	<ul style="list-style-type: none"> . Apology letter . Social inclusion area . Red Report Card . Positive contribution in assembly . Meeting with SLT / principal in the presence of parent / Guardian . Salah Card 	<p style="text-align: center;">Head Teacher</p>	<p style="text-align: center;">Report on SIMs</p> <p style="text-align: center;">Head Teacher</p> <p style="text-align: center;">Head of Boarding</p>

<p style="text-align: center;">Level 5</p>	<ul style="list-style-type: none"> . Continuations of Level 1, 2, 3 and 4 . Use of offensive language to supervisor . Drug and Drinking related incidents . Smoking . Vaping . Extreme violence . Repeated Refusal to accept discipline . “one off” incidents of extreme poor behaviour. . Any incident which endangers the health and safety of students and/or staff e.g. Breaking Windows, Pushing, fires or sliding down the stairs . Very serious bullying . Out of bounds on site . Inappropriate sexual behaviour . Extreme poor Salah attendance 	<p style="text-align: center;">Head Teacher</p> <p style="text-align: center;">(suspension by the approval of the Behaviour committee and recommendations disciplinary committee for the decision</p>	<p style="text-align: center;">Temporary</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">Permanent Exclusion</p>	<p style="text-align: center;">Head Teacher</p>	<p style="text-align: center;">Report on SIMs</p> <p style="text-align: center;">Head of Boarding</p> <p style="text-align: center;">Admissions And Finance Team</p>
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Copies of policies (see below) are available from the Jamia Office or on the [website](#).