



مَدْرَسَةُ فَاطِمَةَ الزَّهْرَاءِ

Fatima Taz-Zahra Education Foundation

Erf 4, Knole Park Avenue, Knole Park, Ottery

email: madrassahftz786@gmail.com

P.O.Box 32010, Ottery, 7808

Principal: Moulana Dawood Sampson 082 259 1724

Code of Conduct

A. Rules & Regulations

1. All learners shall conform to Islamic Shariah Conduct at all times.
2. Learners shall attend all specified classes of instruction.
3. All learners shall participate in all activities, programs, functions and services directed by the Madrassah Management.
4. Learners must respect all Management, Teaching and Housekeeping staff.
5. Learners must at all times arrive and depart from the Madrasah in the company of Mahram. The Mahram/Guardian/Parent must complete and sign the register when fetching and returning the learner from the madrasah.
6. Learners must be collected timeously on Sundays, i.e.: 8.00am and arrive back at the madrasah 30 minutes before Maghrib.
7. Learners are not allowed to leave the madrasah precincts without the expressed permission of the Principal or Deputy Principal.
8. No unnecessary contact is allowed with the learners while they are in Madrasah. All communication is to be via the Principal or the Administrator.
9. All parcels, letters, money etc. for the students must only be sent to them via Management.
10. Learners must sleep only in the bed allocated to them. No swopping of beds will be tolerated. Sharing of beds is STRICTLY PROHIBITED.
11. Learners must assist with housekeeping chores under the supervision of the housemothers as part of their Tarbiyah.
12. Learners are not allowed to bring games, cell phones or musical devices to the Madrasah.
13. The possession of habit-forming drugs, alcohol, cigarettes or undesirable literature and photographs are strictly prohibited. Learners guilty of the offence will face expulsion.

B. Dress Code

1. Learners must arrive and leave the madrasah wearing plain, black closed cloaks /abaayas, black pants under cloak, black shoes (pumps) black burqah and purdah.
2. Learners must have at least two sets of uniforms specified by the Madrasah and should be worn during Madrasah hours
3. Sleepwear must be modest and respectable.
4. No unisex clothing or clothing with effigy prints on it will be allowed.

C. Complaints Procedure

All complaints must be lodged with the Administrator or Principal .In the absence of the aforementioned personnel, the complaint may be taken to one of the Shura members of the madrasah.

Email or written complaints are the preferred method of communication. NO verbal complaints are to be communicated to the Housemothers or Muallimahs.

Written complaints that are handed into the madrasah must be in a sealed envelope for the attention of the Principal and may be handed in to any member of management at the madrasah. The member of management who receives the complaint must issue a receipt of acknowledgement.

Written complaints can be posted to: The Ameer of the Shura, P.O.Box 32010, Ottery, 7808 or emailed to madrassahftz786@gmail.com.

Complaints will be responded to within 14 days of receipt of complaint

D. Discipline

Strict discipline must be maintained at all times.

First time offenders minor demeanours will be counselled and appropriate naseehat will be given.

Repeat offenders will have privileges, like home-going weekends denied, given extra chores to be performed or tasks to be carried out in free time. Parents/Guardians will also be called in when deemed necessary.

Learners found in possession of, and/or using, and /or responsible for bringing onto the Madrassah precinct any habit-forming drugs, alcohol, pornographic or undesirable literature will be **expelled immediately**.

Repeat offenders and those committing major transgressions will have to appear at a disciplinary Hearing. No legal or external parties will be allowed to participate at Disciplinary Hearings. Only parents, guardians, colleagues or members of staff will be allowed to testify or assist at Disciplinary Hearings. A guilty verdict of a **major transgression or repeat offending could result in expulsion from Madrasah**.

Appeals must be lodged in writing and must be handed to the Shura within seven days of handing down the ruling. An appeal tribunal will be arranged with the independent Álim presiding.

Ithe parent /guardian of
.....accept the above Code of Conduct and will abide by it.

Signature: _____ Date: _____