

Darul Atfaal Policy

CLASS SYSTEM

Darul Atfaal operates on an individual system, which means that the pupil will progress at his/her own pace through the syllabus.

All pupils will be assessed by the classroom teacher and by management if need be. All pupils will progress based on their own individual ability.

Pupils will be taught using different methods facilitating for all levels.

Expectations

We expect all pupils to spend time (off-site) reviewing, revising, preparing their lessons.

Important Guidelines

- Possession of valuable items such as costly footwear, gold or silver jewellery, expensive watches, electronic games or any other expensive and personal devices is prohibited in Darul Atfaal. Darul Atfaal cannot and will not take responsibility for any lost items should any pupil chose to bring anything in.
- If such items are found in the possession of an irresponsible pupil, they may be confiscated for the sake of security and will only be returned to the Parent/Guardian.
- Any dangerous item such as pen-knives, knives, cigarettes, matches, cigarette-lighters found in the child's possession will be confiscated by the staff.
- Where deemed necessary, the occupier of any illegal item shall be reported to the safeguarding lead, local safeguarding authority and the police.
- The use of abusive language, swearing and fighting is forbidden and in extreme cases a pupil may be suspended/expelled from Darul Atfaal. In such a case the teacher's investigation/recollection of events will be favoured, considered binding and accepted over that of the pupil.
- The acts of disobeying, speaking back to and/or insulting the teachers are highly discouraged. The pupil displaying such behaviour may be suspended/expelled.
- Pupils are not permitted to chew at any time on or around the premises.
- Pupils are only permitted to eat and drink during the allocated breaktime.

Disciplinary Procedure

There are times when pupils are in breach of Darul Atfaal's rules.

The following is a list of sanctions that will be applied by Darul Atfaal management.

Discipline Procedure

Parents are expected to support this policy. Parents will be notified by letter if pupils fail to follow the rules and which sanction will be applied. If pupils continue to misbehave, they will be referred to the Head Teacher who may deal with the referral in a number of ways.

- Verbal Warning
- Written Warning
- Temporary Suspension
- Permanent Suspension

SUSPENSION

- The Head, may, at his discretion, require that a pupil be temporarily removed from Darul Atfaal and be kept away from the premises.
- Continued misbehaviour/ failure to follow rules could result in a temporary suspension and a fine on parents/guardians.

- It will only be imposed if it is important, in the interests of the pupil or of the other pupils, that the pupil should be removed from Darul Atfaal immediately to allow tempers to cool or to allow time for an allegation of serious misconduct which might lead to an expulsion to be investigated.
- No pupil is to be sent home until his or her parent has been informed and suitable arrangements have been made for his or her collection.

EXPULSION

Darul Atfaal reserves the right to expel a pupil permanently from Darul Atfaal in the event that his or her misbehaviour is so serious as to warrant the decision that permanent exclusion is the only way to avoid serious harm to the education or welfare of other pupils. This will only take place in extreme circumstances where the management of Darul Atfaal have exhausted all possible means to discipline the child.

Before a decision is taken to expel a child, the following requirements must have been met.

- The Head has fully investigated and concludes beyond any reasonable doubt that the pupil did what has been alleged.
- The pupil is given an opportunity to state his or her version of events and to explain his or her behaviour.
- The parents are notified as soon as possible of the incident giving rise to the investigation and that misbehaviour may lead to a fixed term suspension or expulsion and are given an opportunity to make representations to the Head Teacher.
- Darul Atfaal management have been informed, and having reviewed a report on the case, satisfy themselves that expulsion is the appropriate sanction to be applied in the interests of Darul Atfaal as a whole.

Miscellaneous Policies

Toilet Breaks: Please ensure that pupils have visited the toilet before coming to Darul Atfaal. Please notify the Class Teacher if the pupil has toileting issues medically related.

Late Pickup: If for some unavoidable reason you are unable to arrive on time to collect your child after Madrasah, please inform Darul Atfaal management immediately so arrangements can be made for the supervision of your child.

In case of emergency, please ensure that your children are sufficiently trained to inform their teachers that no one is here to pick them up and they shouldn't leave the premises alone. Please ensure that in such a case, your child doesn't talk to strangers and spends his/her time with their teacher or head teacher.

In cases where parents are late to pick up, the management will take responsibility to supervise the pupil(s).

Management may leave the pupil(s) in the reception area of the premises under the supervision of the site manager.

REWARD SCHEME

Each pupil will be under a reward system. The reward system will consist of gaining and accumulating good rewards. In cases where the pupil makes a mistake, the pupil will potentially receive a sanction which shall average out the total reward mark. The scheme is very rewarding and is intended to give us an understanding how the system of Allah works. It is designed to give every individual a drive to do better and ultimately reward themselves with a prize.

METHOD OF ACHIEVEMENT

- Excellent Punctuality and attendance.
- Excellent work ethics in and off site.
- To respect and fulfil the etiquette of the teachers, books, other pupils and the institution.
- To refrain from all acts which interfere with the education, disruption and smooth flow of Darul Atfaal.
- Impeccable behaviour.

ANTI BULLYING POLICY OBJECTIVES

To outline Darul Atfaal's position regarding the prevention of and response to incidents of bullying behaviour. We define BULLYING as behaviour which is: deliberately hurtful : physically or verbally repeated over a period of time makes it difficult for those being bullied to defend themselves We recognise that BULLYING can take on many forms mainly:

Physical - hitting, kicking, taking belongings etc

Verbal - name-calling, insulting, threatening, nasty remarks.

Indirect - spreading stories about someone, excluding them from social groups.

We are aware of the effects that bullying can have on children's emotional, physical and psychological health as well as on their learning. We view bullying as very serious and act in accordance to our behaviour policy.

CHILD PROTECTION POLICY STATEMENT

We believe that all the pupils in Darul Atfaal have the right to:

- grow up in a safe, secure and loving environment.
- be protected from all kinds of harm, neglect, abuse and exploitation.
- be listened to and heard.
- grow up having their culture, background and experience valued and respected, to be considered as individuals with particular needs, and to be given opportunities to reach their full potential.

We believe that it is the responsibility of all adults in Darul Atfaal:

- to ensure that pupils are protected.
- to provide a safe, secure and loving environment.
- to provide support, encouragement and stimulation to enable each pupil to reach his/her full potential.

To ensure that pupils are protected at all times when in our care:

- We will ensure that all adults working with children or accompanying them will be DBS cleared.
- If a child soils him/herself, we will send for the child's parents to deal with cleaning and changing of clothes (**staff will not be permitted to do this**) and the carpet area etc

Please refer to our safeguarding policies for a detailed account of Darul Atfaals safeguarding policies.