



**MIMBAR**

ACADEMY & CULTURAL CENTRE

أكاديمية منبر والمركز الثقافي

# **CURRICULUM & DISCIPLINARY POLICY**

2023 / 24

# INTRODUCTION

Mimbar Academy employs a wide range of policies to allow for students to excel in their study of Islam and develop into ambassadors of the religion.

The policy must be signed and accepted by both the students and parents before they begin studying at Mimbar Academy.

# CONTENTS

Curriculum Policy	2
Attendance & Punctuality Policy	2
Behaviour Policy	3
Behaviour Management Policy	4
Uniform Policy	6
Mobile Phones Policy	6
Complaints Policy	7

# **CURRICULUM POLICY**

Students are expected to:

- be punctual and arrive at class on time.
- be fully equipped with all the necessary materials.
- work to the best of their ability at all times.

Students' efforts and classwork will be reported to their parents or guardians at regular intervals.

# **ATTENDANCE AND PUNCTUALITY POLICY**

- Students must attend class everyday unless there is a valid excuse.
- Students must arrive to class no later than the start time of their class every day. It is recommended that students arrive five minutes before class so they can be ready to start at the start time of their class.
- It is the responsibility of the parent/guardian to notify the academy of any absences.
- You may notify the academy by emailing, messaging or calling us.
- We will not authorise holidays during term unless there are extenuating circumstances.
- If a student's attendance/punctuality falls below 90%, they will be on attendance report. This is where their attendance and punctuality will be closely monitored by our Attendance Team.
- If attendance falls below 80% without a valid reason, students may be unrolled from the Academy.
- Fees must still be paid for absences unless agreed with prior to the absence with the Academy.

# BEHAVIOUR POLICY

The Behaviour Policy is to ensure that Mimbar Academy retains an environment that allows for children to engage in the study of the religion of Allah (SWT). The interest in the majority of the students cannot be jeopardised by unacceptable behaviour from an individual or group of students. Teachers always encourage students to maintain good behaviour. However, where this fails, the Academy will apply alternative strategies to ensure that students remain disciplined.

Standards expected from all students:

- There is to be no form of discrimination or bullying against any student regardless of age, race, gender, etc. This includes physical, verbal and written forms. The Academy is not responsible for any bullying that takes place outside of its premises or outside our class times.
- To speak in a respectable manner to all students and teachers. Any inappropriate language will not be tolerated whatsoever.
- To behave in accordance to Islamic principles.
- To always follow the instructions of the teacher.
- To respect the property of the Academy.
- To respect the property of teachers and students.
- To behave in accordance to the principles of the Academy and Islam when attending trips.
- Students must enter and leave the academy in a calm and respectable manner. They must not congregate outside in large groups or cause loud noises as this may disturb neighbours.
- Students may bring in toys to play at break time, but these must not be brought out during class time. If they are found playing with it, it will be confiscated and returned the next day

# BEHAVIOUR MANAGEMENT POLICY

Staff are expected to always encourage students to maintain respectful behaviour in accordance to Islamic principles. Where this fails, we will enact alternative strategies. These include:

- Talking to the student alone.
- Sanctioning the student with detention at break or after the class ends.
- Isolating the student from the class if they are causing disruption to other students.

If these fail, we will enact the four-stage Behaviour Management Policy.

## **Stage One**

If students receive more than two detentions in a week or four in a month, staff will proceed to stage one. This is where parents/guardians will be called either into the Academy or on a call to notify them of their student's behaviour. This is to try and understand the root cause of the issue and to see what the parents can do to change the behaviour of the student. Teachers reserve the right to move students who have not met the above criteria to stage one. It is up to the discretion of the teacher depending on the severity of one or more incidents.

## **Stage Two**

If the misbehaviour of the student persists after stage one, the student will be moved to stage two. At this stage, parents/guardians will again be notified and the student will be given a weekly report card. The student must have this card signed by his/her class teacher at the end of each day. The teacher will give a rating for his/her behaviour and effort and also write down any comments. This card must be signed by the parent/guardian each day too.

It is the responsibility of the student to ensure that the card is signed by both the teacher and parent/guardian. Failure to do so without a valid excuse will result in the student being moved to stage three. The student can be taken off report if the teacher feels that their behaviour has shown significant change. This remains at the discretion of the teacher.

### **Stage Three**

If the misbehaviour of the student still persists, they will be moved to stage three. At this stage, they will be suspended from the academy. Suspension periods are usually a week but it remains up to the discretion of the teacher as to how long they will be suspended depending on the severity of the situation. Fees must still be paid for the period that the student is suspended. They will only be allowed to return after their suspension period ends. Teachers will give work for the student to do at home during this period and completion of this work is a condition for their return.

### **Stage Four**

If after returning from suspension, the student still persists in misbehaviour, they will be moved to stage four. At this stage, they will be permanently excluded from the Academy with immediate effect. Any outstanding fees must still be paid.

### **Note**

The teachers reserve the right to skip any of the stages depending on the severity of the situation.

### **Rewards**

Mimbar Academy will reward students with a variety of awards if they display hard work and maintain outstanding behaviour and punctuality. These include:

- Monthly certificates
- End of Year awards
- Other awards at regular intervals

## **U N I F O R M P O L I C Y**

Students must attend the Academy dressed in a respectable manner.

- Boys must wear thobes along with hats.
- Boys must also have haircuts that are in line with Islamic Principles. Step cuts, slits and fades are strictly not allowed.
- If a student is found with an inappropriate haircut, he will be sent home and will not be allowed to return until his hair is in line with Islamic Principles.
- Girls must wear Hijaab and Abayaa (loose long dress).

## **M O B I L E P H O N E S P O L I C Y**

Students above the age of 11 are permitted to bring mobile phones but these must be switched off before they enter the Academy. They must not be brought out or used in the Academy unless permission is given by the teacher.

Any students caught with their phones will have their devices confiscated even if they are switched off. Students can turn their phones on after they leave the Academy.



# COMPLAINTS POLICY

Mimbar Academy would like to deal with complaints in a professional manner and provide the best solution or an appropriate response. For this reason, we would like parents or guardians to write any complaints or enquiries that they may have in an email and send it to [academy@mimbar.co.uk](mailto:academy@mimbar.co.uk).

We want to ensure that all students are in an environment which is safe and free from any sort of bullying or intimidation and that our classes run uninterrupted.

**Date Of Last Review: 16/09/2023**