

UKIM MADRASSAH

Guidelines for teaching staff

ARRIVAL and DEPARTURE

- All teachers should come to the class at least 5 minutes before the class starts.
- Entire class time should be used towards teaching. On certain occasion, if you happen to finish your class a little early, please do not dismiss the class early.
- **EXAM DAY:** On exam days, teachers must come much earlier (20-25 minutes) to administer the exam, to make copies of the exam papers, staple them etc.

HOMEWORK (Where applicable)

- Assign homework regularly. Ask the students to note down homework in the homework assignment book. All students should have one book with them.
- Ideally, all homework should be graded on a 15 point scale. Five points should be given simply for turning in the homework on the assigned date. The remaining 10 points should be assigned based on actual homework.

LESSON

- Before coming to the class, please have your lesson well prepared.
- Please ensure you have all

ATTENDANCE:

- All teachers must mark attendance register of his/her class. If a student is absent consecutively for 3 class days, teachers should inform the Head Teacher with the name of students and the class.

EXAM and EXAM QUESTIONS

- Please type all exam questions. Avoid handwritten exam questions. If handwritten questions are necessary, make them very clean, crisp and clear to read.
- Submit a copy of the exam questions on the shared area.

- If your entire class tends to get 100% in exam, make sure you give more challenging questions. The idea is to enhance the abilities of all pupils.

CLASSROOM & TEACHING

- Have your classroom rules and procedures handy to share with your students.
- Do not use offensive words or language towards any student, other faiths or community members.
- No food to be allowed inside the classroom.
- Classroom should be kept neat and clean. Students should be advised not to throw papers, pencils etc. in classroom.
- Classroom supplies to be taken by teacher from office desk and returned at the end of the class to the office desk. Please do not leave any marker, eraser in the class.
- At the end of classes teachers should go to their respective areas for **10 minute duty**.
- Teacher **should not** hit, slap, punch, pull ears, or physically abuse any student in any way. Find a suitable classroom discipline procedure that avoids physical contact.
- Teachers **should not** use foul language or verbally abuse towards any person.

SALAAT:

- Junior students should be trained to perform salaah in the back of the prayer hall. The teacher is responsible for teaching salaah procedures.
- Students from level 5 onwards should go for salaah in the front of the hall.
- Teacher should accompany their students as they go for salaah. A student leader could be assigned to promote good discipline in the prayer area.

SUBSTITUTE TEACHERS

- All substitute teachers should be from the list held by the headteacher.
- No outside person should be assigned to conduct the class without express approval from the Head Teacher.
- Please do not expect the Head Teacher to find and arrange for you a substitute teacher with less than one day notice except in severe emergency cases.

DRESS CODE OF TEACHERS

- Teachers are strongly advised to follow proper dress codes during class days. The attire should be modest and conforming with Islamic etiquette.
- Tight fitting trendy attire should not be worn during school hours. Teachers are not allowed to wear base ball caps, sunglasses or chains in the class. Wearing of bandanas is not permitted in the school.
- Male teachers are required to wear full length trousers. Knee-length shorts are not suitable school wear.
 - Female teachers are required to wear head scarves and jilbab during the school hour and while inside the school. Revealing attire or tight-fitting clothing are not suitable school wear.

Violation of the dress codes is subject to verbal warning. If violation continues the appointment of the teacher may be terminated.

HOLIDAYS

- The Education Committee will allocate holidays throughout the year. Please note: that teachers will sometimes be required to work on public holidays as we base our holidays on the Islamic calendar.
- Teachers may not take any holidays during the Madrassah Exam Periods. Except for emergencies.
- Long holidays are not encouraged as our students' education will be affected however if required at least 4 weeks notice must be given.

OTHER

- Office computer may NOT be used to copy, download, upload any files, unless expressly allowed by Head Teacher
- All copy work, as far as possible, should be done through office printer/copier.
- Please keep your copy work to the minimum.
- Please do not photocopy copyrighted materials.
- Please do not take the office stationery to your classrooms.

For additional details please refer to Parent, Teacher and Student Guide Book