

SCHOOL RULES

A. GENERAL PRINCIPLES

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School. Nothing shall exempt a learner from complying with the School rules. Ignorance of School rules is, therefore, not an acceptable excuse. In this regard, we have the guidelines from the Sunnah of our Nabi ﷺ, as to the proper conduct of a Muslim.

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, all members of staff and visitors to the School.
2. Learners are expected to abide by the School rules with regard to appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the School.
3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.
4. **The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.**

B: SCHOOL ATTENDANCE, LEAVE TAKING AND PUNCTUALITY

A learner has a responsibility to attend school punctually and regularly as stipulated in the Government Gazette. If a learner does not attend School regularly, the relevant form teacher will report the absence of the learner to the parent and the Amira. The form teacher must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.

VALID REASONS FOR ABSENCE:

- Physical or psychological illness, for which a school requires communication from the parent that the learner is unable to attend school or written

communication by a registered medical practitioner if the illness lasts longer than three days.

- Death of an immediate family member.
- Appointment at court, social services or other official agencies, for which a school will require documentary proof.
- Suspension by the disciplinary committee.

IF A LEARNER IS ABSENT FOR MORE THAN TEN CONSECUTIVE DAYS WITHOUT A VALID REASON, THE LEARNER'S NAME WILL BE CANCELLED ON THE GROUNDS OF CONTINUOUS ABSENCE.

PUNCTUALITY

All learners are to arrive at School before the official starting time. Learners who are late for School will be marked absent in the mornings as registers are completed at the beginning of each School day. Learners who are frequently late do not qualify for year- end attendance certificates

LEAVE TAKING:

- Request for leave will only be granted for valid reasons: funeral of a close relative and illness. Family holidays are not recognized as a valid reason for absence from school.
- Request for leave will only be granted on the production of a note by the parent or a phone call.
- Leave for transport reasons will not be allowed., alternative arrangements must be made.
- All medical appointments must be made for after school hours.
- Permission for extended holidays eg umrah is required from the office. Parents will need to sign a special leave form, absolving the school with regard to work missed out.
 - No learner may leave the School during School hours without a letter from a parent/guardian requesting the release of their child *and* the

receipt of an exit note which must be obtained from the school administrative office. This exit note must be handed to the school security guard. The school must be informed as to who will be fetching the child from school

C: SCHOOL UNIFORM

1. Learners are expected to wear the official School uniform and appear neat and tidy at all times.
2. No additions to the uniform that are not in accordance with the regulations will be allowed .
3. No earrings, jewellery, accessories, coloured contact lenses or tattoos are allowed.
4. No colouring of hair or wearing of exotic hairstyles is allowed. Girls are not allowed to wear hair extensions underneath their burkhas.
5. Fingernails must be kept trimmed short and clean at all times.

Full uniform must be worn at all times between school and home, at all functions and on excursions. All items of clothing must be labelled with the learner's name.

A/ Girls: School cloaks, tracksuit / t-Shirt, black burkhas, plain white/black socks and black school shoes

B/Boys: School kurthas, tracksuit / t-Shirts, plain black/grey socks and black school shoes, school hat

D: VALUABLES AND PERSONAL BELONGINGS

1. The School, whilst ensuring for safety of learners belongings, will not be held responsible for theft of or damage to personal belongings on School premises , (bags, books, stationery, watches, clothing etc).
2. If a parent requests a learner to pay School fees on his/her behalf, such school fees should be paid before the start of the School day. The school fees amount must be recorded in the message book. The school will not be held responsible for theft or misplaced funds if the child has not brought the fees to the office.
3. Learners may not bring computer games, iPods, cell phones or similar electronic devices to School.

E. GENERAL RULES

1. Loitering and/or playing in and around the corridors, stairwells, stair cases and toilets is forbidden.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of School property and private property is also prohibited.
4. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
5. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
6. The timeous handing in of work is the responsibility of each learner.
7. Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (zero) for the particular examination/test/assessment task.
8. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
9. Language that is seen as pejorative, discriminatory or racist is prohibited.
10. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
11. All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners, school staff, drivers and visitors. Fighting or threatening of other learners is forbidden.
12. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. S/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
13. The carrying, copying and/or reading of offensive material is prohibited.

F. TRANSPORT

Learners using the school transport must remain seated at all times. Learners are to avoid shoving their heads out of the windows, screaming and shouting in the vehicle. The driver and conductor are to be obeyed at all times.