



Sunday School

Regulations and Guidelines for Teachers – 2012

1. Be committed and punctual since we are role models for our children
2. All teachers should arrive early and on time for assembly.
3. The main aim of the assembly is to embed the notion of discipline within both students and teachers.
4. All teachers should play a constructive role throughout the day.
5. From outside the mosque, teachers should ensure that the shoes are placed neatly on the shoe racks and not in the entrance of the masjid.
6. During assembly (morning and before Zuhr salaah), make sure that all students are seated / standing in their class rows, meeting the basic requirements of clean, neat and tidy appearances and teachers should be responsible for his / her own class.
7. Make sure students are not reclining against the walls, heaters, etc.
8. There should be a huge space at the entrance of the Masjid, no student, teacher or parent should be blocking the pathway.
9. Any student that arrives while the assembly is in progress will be set aside and an appropriate action must be taken
10. Teachers should watch for students playing around, making noise, chatting to others and naughty students, these students should be taken one side and appropriate action must be taken.
11. Total discipline should be displayed during assembly.
12. When students are leaving the masjid, ensure that the students leave in an orderly fashion. Senior boys and girls first, thereafter grade 4 boys and girls and so forth.
13. Please prepare all lessons thoroughly before attempting to teach. This goes back to the concept of Amaanah (trust and responsibility)
14. Stress important points of the lessons. **Very important – follow the curriculum** and talk in an authoritative manner.
15. If you are not sure about a lesson, do not hesitate to ask Sheikh Majidih.
16. Ask yourself "What is my objective as a teacher and what do I hope to achieve?"
17. Teach for the love of teaching since it is noble and the work / profession of the Prophets (peace be upon them).
18. Take responsibility and be responsible.
19. Follow the concept of shura (consultation) in all matters related to the school, teachers, parents, students and the curriculum.
20. Maintain respect, discipline in the classroom and in the mosque at all times
21. Work together as a team and do not shift your responsibility onto others or expect others to carry your responsibility.
22. See that classrooms are kept neat and tidy when students leave.
23. Have the student at heart at all times.
24. The child needs to know that he / she should respect the teacher at all times.
25. Reward students and praise them regularly if they merit praise.
26. Implement the star system (a student that achieves 4 stars consecutively for completing assignments in his / her workbook. The student will be rewarded)
27. Encourage interaction between students and yourself.
28. Check homework regularly and reward students if they complete their homework. If a student is having difficulty, not completing tasks or homework, contact Sheikh Majidih and he will contact the parents of the child.
29. Motivate and encourage students all the time.
30. Registers will be issued to each teacher and must be returned after lessons, so that when a student has not attended madressa for two weeks, we can then phone and enquire.

31. Teachers should carry out their yard duties as per the roster.
32. Each teacher will be issued with his / her books, curriculum, timetable and term date form, etc.
33. Teachers should ensure a vigilant role at Zuhr time. Do not leave it to an individual or individuals to do everything
34. Teachers should watch their students when they are making wudu.
35. Students should line up according to their class and with their teachers standing with their class, teachers to ensure that their students are listening and repeating the Adhaan
36. When students are entering the masjid, they should be silent and placed in straight lines. Teachers to ensure that the senior boys and girls assist by looking after the younger students
37. Teachers are to ensure that the students are in straight lines and are quiet before the Adhaan starts
38. Make sure students are not reclining against the walls, heaters, etc.

Teachers Name & Surname (Print Name)

Signature of Teacher

Date: