



ILM Code of Conduct 2026

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General Conduct

Our code of conduct is in accordance to the principles of the Quran and Sunnah of the Nabi Muhammad (SAW). The conduct of the learners is expected to be in accordance with this philosophy. The following guidelines are fundamental to ensure the smooth operation of classes:

The learner:

- are to be courteous, polite, respectful and considerate at all times,
- shall at all times uphold the integrity, good name and reputation of the madrassah,
- shall not use vulgar, indecent or abusive language or gestures,
- when attending madrassah events, learners should wear the ILM t-shirts (or similar colour),
- shall not be rude to Educators or challenge an Educator's or ILM officials authority in implementing any aspect of the Code of Conduct.

The parent/guardian:

- are encouraged to assist and support their learners (kids), and the madrassah with their Islamic studies,
- should not directly contact the learners/educators during madrassah hours. They should convey any messages or requests via the Head of Operations (Boeta Rashaad Benting),
- should inform a madrassah official if the learner will not attend classes,

Extra Mural Activities

- Attendance at extra-mural activities are **compulsory and part of the curriculum**, unless written notification is received from the parent/guardian. Parents/guardians are required to notify the Educator or ILM Operations if/why the learner(s) cannot attend these activities.
- Learners shall at all times conduct themselves in accordance with the Code of Conduct when participating in excursions.
- Learners may be excluded from participation should they fail to comply with any requirement imposed by their Educators.
- Learners shall at all times uphold the good name and reputation of the madrassah when participating/attending extra mural and sporting activities.
- Learners shall be courteous, polite, tolerant and considerate when interacting with learners of other schools and the general public.
- Learners shall abide by all prescribed norms, rules and standards of the extra-mural activity or sporting event.

Homework

Homework is fundamental and indispensable to achieve the outcomes of the ILM curriculum.

- All learners are expected to undertake learning tasks in all learning areas on an on-going basis. Parents are required to regularly monitor their children's work and to liaise with educators where necessary.
- Homework has been designed to meet the needs of learners and to assist in reinforcing concepts and skills that have been taught during class time; to foster the learner's creativity and discipline through enrichment projects or research; to train the learner to work independently, and to accept responsibility for the due completion of prescribed tasks.
- Homework will be set by educators and learners are to complete the tasks given within the time allocated.
- Homework or schoolwork missed due to absence on the part of a learner must be completed and returned to the relevant educator within a time specified by the educator.

Absence or Leave

The School understands that in cases of illness or other exceptional circumstances learners may need to be absent from School.

1. Any learner absenting her/himself in one or more of the circumstances shall be required to submit a letter of explanation from his parent to the School, furnishing full reasons for his absence. This shall be done forthwith upon the learner's return to the madrassah.
2. In circumstances where a learner is absent from madrassah for a period of 3 days or longer due to illness, the learner shall be obliged to furnish a medical certificate
3. No learner may leave the madrassah premises, during madrassah times, without the prior permission of an authorized madrassah official.
4. Leave will only be granted where there are compelling and exceptional circumstances justifying the same.
5. All requests for leave from madrassah during madrassah times must

Disciplinary Procedures

All disciplinary proceedings shall be conducted in accordance with the principles of the Quran and Sunnah of the Nabi Muhammad (SAW).

First Contravention:

A verbal warning issued by a madrassah official.

Second Contravention:

A written warning is issued in respect of a 2nd contravention. The learners guardians/parents will need to schedule a meeting with the teacher before the learner is permitted back to their classroom

Third Contravention:

The guardian/parent needs to schedule a meeting with the Head of Operations. This will constitute the final warning issued to the learner. Any further contravention of the code of conduct will be tabled with the ILM EXCO. This may result in the expulsion of the learner.

Conduct for Physical Classes



General Conduct (Physical Classes)

In addition to the general code of conduct on page 3 of this document, the learner:

- shall dress appropriately when attending madrassah, i.e. male learners should dress appropriately and wear a touqiyah (fez or kuffiyah) , and female learners should wear hijab,
- shall ensure that the madrassah premises are at all times kept neat, tidy and free of litter,
- should arrive and leave madrassah timeously (according to the stated madrassah times).

In addition to the general code of conduct on page 3 of this document, *the parent/guardian*:

- should ensure that learners arrive at madrassah timeously, and
- should ensure that learners are timeously collected at madrassah

Conduct (at Physical Classes)

- Learners shall under no circumstances inscribe any form of graffiti or vandalise madrassah property .
- No learner shall remain in attendance in any classroom during break times, unless specifically so authorized or directed to do so by an Educator.
- Unless acting under the instruction of an Educator, no learner shall move any item of furniture in the classroom.
- The School shall from time to time be entitled to determine certain areas of the madrassah buildings as inaccessible to all learners. Learners shall adhere strictly to any determination made in this regard.

Conduct for Online Classes



Guidelines to Online Students

- Attend all scheduled classes on time using the meeting link provided by your teacher.
- Join classes 5–10 minutes early to address any technical issues.
- Refrain from sharing class links with others.
- Maintain proper online etiquette, including respectful communication with teachers and peers.
- Ensure attendance is marked by following teacher instructions.
- Actively participate in all discussions and activities during sessions.
- To maximise the benefit from this platform, spending an hour a day apart from live sessions with tailored work.

Attendance (Online)

- Attendance for online learning follows the same guidelines as in-person classes.
- Full participation during class is required for attendance.
- Inform the teacher in advance if the student will be absent or unable to attend due to unforeseen circumstances.
- Assignments and submissions are to be completed within the stipulated deadlines to avoid penalties.

Dress Code (Online)

- Students should maintain a professional and modest appearance, similar to in-person classes.
- Dress appropriately, ensuring modesty and cleanliness.
- Avoid wearing distracting or inappropriate clothing during live sessions.

Behaviour During Lessons

- Keep your microphone muted when not speaking to minimize disruptions.
- Be respectful to teachers during discussions and individual interactions.
- Refrain from eating or multitasking during class.
- Use polite language in all communications.
- Keep the camera on unless otherwise instructed or if you're unwell.

Technology Use and Privacy

- Use devices responsibly for educational purposes.
- Avoid using other applications or websites during sessions.
- If you use a profile picture for virtual platforms, use an appropriate one
- Ensure that passwords and meeting links are not shared externally.

Guidelines to Parents/Guardians

- To maximise the benefit from this platform, parents to encourage students to spend an hour a day apart from live sessions with tailored work.
- Parents should encourage punctuality and consistent attendance in their child's classes.
- Parents should provide a quiet and organized learning space free of distractions for their child.
- Parents should monitor their child's participation and adherence to the rules.
- Stay informed about updates via WhatsApp groups or messages.
- Parents should avoid interrupting online classes and contact the teacher separately if needed.
- Support your child's completion of daily work plans and assignments.
- Monitor progress using provided tools (e.g., work plans, learning packs).

Contact Details

Teachers

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Contact: 072 201 1038

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Operations

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