

## The Madrasa Merit System

### Policy & Guidelines

As from October 2009, merits awards and prizes will be awarded twice every term.

#### 1. How is the certificate / prize awarded?

- There are *three* awards that can be achieved.
  1. Gold Award.
  2. Merit Award
  3. Effort Award
- Each merit round will last for 6 weeks. After 6 weeks (one merit round) have finished, a completely new merit round will commence for each child. (There will be no roll over from the previous merit round).
- There will be a total of 2 merit rounds per term and a total of 6 merit rounds in the entire year.
- For 2009 / 2010, the dates will be as follows.

<i>Term</i>	<i>End of Merit Round 1</i>	<i>End of Merit Round 2</i>
1	Friday 13 <sup>th</sup> November 2009	Thursday 24 <sup>th</sup> December 2009
2	Thursday 11 <sup>th</sup> February 2009	Thursday 1 <sup>st</sup> April 2009
3	Thursday 27 <sup>th</sup> May 2009	Friday 9 <sup>th</sup> July 2009

- The prizes are awarded for achieving the following:

## *Madrasa Tajweedul Quran*

<i>Type of Award</i>	<i>Explanation</i>
<i>Gold Award</i>	<b>Excellent / Very Good</b> in Sabaq <i>and</i> behaviour everyday for 6 <i>consecutive weeks</i> . (Both Sabaq and behaviour will be taken into consideration).
<i>Merit Award</i>	<b>Excellent / Very Good</b> in Sabaq <i>and</i> behaviour <i>everyday</i> for 5 out of 6 <i>weeks</i> . (Both Sabaq and behaviour will be taken into consideration). The sixth week does not need to be a 'merit' week.
<i>Effort Award</i>	This is for pupils who do <i>not</i> meet the above criteria but are working hard. The efforts of these pupils can be rewarded at the teacher's discretion.

*\* Please note that Excellent / Very Good etc is according to the ability of each child.*

### 2. How is the system administered by Staff?

- a) Staff are given A5 white sheets with the names of their classes written on them.
- b) At the end of each merit round (6 weeks), staff simply tick which pupil is eligible for which award. ***This will correspond with the child's diary.***
- c) There is a separate A5 sheet for each teacher. So if a Level has 2 different teachers (for Quran and Kitab etc), each teacher will have A5 sheets for their respective class. *Each teacher will be responsible for submitting names for their own lesson.*
- d) This A5 sheet is then placed in the appropriate pocket in the office for use by the office staff.

### 3. What prizes will be given?

- Each qualifying child will be given a certificate and a prize.
- If a pupil has 2 teachers and is eligible for 2 prizes (one from each teacher), then they will receive 2 certificates (one for each lesson) and ***one prize.***

### 4. Miscellaneous

- Where the Madrasa is *not* open for a full week, then the week will be counted towards the merit round if the Madrasa has been open for *at least 3 days* (The above has been taken into consideration for all the dates given in part 4 for 2009 / 10).

## *Madrasa Tajweedul Quran*

- If a pupil is absent for *only one day* in any week, then that pupil **cannot** get the highest award for that week (the highest award being gold). However, such a pupil can be given a *merit award* for the week *assuming he / she achieves excellent / very good on the rest of the days of the week*.
- If a pupil is absent for *more than one day* in the week, then that pupil cannot be awarded a gold or merit award. The teacher may reward them with an *effort award* at the end of the merit round depending on the pupil's performance throughout the 6 weeks.
- Unlike previous years, as a rule there will be *no* end of year **merit prizes** for achievement throughout the year except for the Platinum award. (Please see note 5 for details of this.)
- At the end of the year all pupils will receive a prize from the Madrasa and high achievers in assessments will also be rewarded. (This means coming 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in the written assessments).

### 5. What is the Platinum Award?

- If a child receives a *Gold award* for each of the 6 merit rounds, they will be eligible for the Platinum award: A special prize from the Madrasa. This applies to Reception, Level 1 and Hifz.
- Those pupils who have two teachers must receive 12 gold awards (six from each teacher). This applies to all the other levels.

### 6. Attendance

- An attendance certificate will be awarded to those pupils who have had 100% attendance for *one full term*. There are 3 terms in the year (October to December, January to April and April to July).
- At the end of the year, only those pupils who had 100% attendance for the full year will receive an attendance prize. Unlike previous years, there will be no prize for pupils with 99% and 98% attendance.

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