

# Guidelines for Mu'allim/ah's on the first week of Madrasah

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1. Greet the pupils with salaam. Be warm and welcoming to every student that comes to your class.
2. Ask each child in the class to introduce themselves to you.
3. Explain to them what should be their niyyat (intention) for coming to Madrasah.
4. Explain to them the importance and the virtues of coming to Madrasah. e.g.
  - Allah Ta'ala becomes pleased with you
  - Shaytaan is saddened by you coming to Madrasah
  - The Malaaikeh place their wings beneath your feet out of respect for you
  - The fish in the sea and the birds in the sky make dua for you
5. Introduce yourself to the class. Tell them your name, etc.
6. Meet with the parents of the children on the first day. Be warm and welcoming to them. Remember first impressions are lasting impressions

## General guidelines

1. Write down the names of all the pupils on the temporary register.
2. Fill in the enrolment forms.
3. Collect pupils' progress cards from the previous class teacher.
4. Make a note of what kitabs you will need for this year.
5. Read out the necessary guidelines for pupils. (This can be done after the first week of maktab).
6. Plan out a thorough revision program of past years Surahs, Duas, Hadith, etc. Many pupils forget much of what they learnt in the holidays.
7. Take a report back of how they spent their holidays and in the light of what they say, advise them if they have done any wrong and praise them if they have engaged in good actions.