



DARUL ULLOOM LONDON

Key Written Information for New Boarders - the Boarders' Booklet

Policy owner	Hafiz Majeed, Head of Boarding and Designated Safeguarding Lead
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Next review date	September 2027, or earlier where statutory guidance or school circumstances change

Rewritten at the August 2026 review in child-friendly language, with a section for parents and carers at the back. Reviewed each year with the school council.

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Key Written Information for New Boarders - the Boarders' Booklet

If something is worrying you

1. Whatever it is - big or small, at school or at home - you never have to deal with it alone, and you will never be in trouble for asking for help.
2. Talk to any adult you trust: your Housemaster, any teacher, or the Head of Boarding and Designated Safeguarding Lead, Hafiz Majeed.
3. If you would rather speak to someone outside the school, the independent listeners are Monsurur Rahman (07982 973399) and Mohammed Abdur Rahman (07728 562236). You can ring them at any reasonable time. You do not need to give a reason or ask permission.
4. You can also post a private note through the Head of Boarding's office door or the main office.
5. Free helplines, any time: Childline 0800 1111 - Samaritans 116 123 - Shout (text SHOUT to 85258).
6. If someone is in danger right now, tell an adult straight away or call 999.

Welcome

7. Assalamu alaikum, and welcome to Darul Uloom London - your new school and your new home.
8. Everyone here, staff and students, knows how special it is to study Deen (religion) in an Islamic environment. We want you to be happy, safe and comfortable, so you can learn well and enjoy boarding life.
9. This booklet tells you the things you need to know. Read it with your parents before you start, and keep it somewhere handy. Above all, remember: if in doubt, ask. Ask another student, a school councillor, a teacher or a Housemaster - everyone will be happy to help.

Who's who in boarding

- Principal: Delwar Hussain
 - Head of Boarding and Designated Safeguarding Lead: Hafiz Majeed
 - Head Housemaster: Iftikhar Hussain
 - Your Housemaster: you will be told who your Housemaster is when you arrive
 - Health and Safety (including medical): Abubakr Baporla
10. A full list of boarding staff, and the rota showing who is on duty (day and night), is on the boarding noticeboard. There is always a member of staff on duty you can reach, even in the middle of the night.

Your first days

11. Everything feels new at first - that is normal, and staff and older students will help you settle in. You will be shown your room, your locker and your classroom, and you will meet your Housemaster.

12. You will share a bedroom with boys of a similar age. They may come from different places and backgrounds - getting to know your roommates is part of learning about our brotherhood as Muslims.
13. Bring your own pillow, blankets and bed sheets so your bed feels like yours. If you forget something, ask a Housemaster - we can help with bedding.

Your bedroom

14. Your cupboard is for your clothes and books. Keep your bed space clean and tidy - it is your responsibility, so agree a rota with your roommates. Rooms are checked regularly. Remember what Rasulullah (peace be upon him) taught us: cleanliness is half of imaan.
15. You can personalise your space to make it comfortable - posters, a rug, a plant - as long as it fits Islamic principles. A well-personalised room can even earn you positives!
16. Some simple safety rules: no electrical equipment in bedrooms, no food in the boarding area, and never touch the smoke alarms - they keep everyone safe. Staff respect your privacy: they knock and announce themselves before entering an occupied bedroom, except in an emergency.

A day at Darul Uloom

17. Salah is prayed at its appointed time every day, and the timetable is built around it. Praying in congregation is part of school life for everyone.
18. | Time | What happens |
19. | 7.00am | Breakfast in the dining hall |
20. | 7.55am | Classes start (Islamic studies) |
21. | 10.20am | Morning break |
22. | 10.40am | Classes continue |
23. | 12.30pm | Lunch |
24. | 1.20pm | Zohar salah |
25. | 1.40pm | Secular lessons (English, maths and more) |
26. | 5.35pm | Break time (snacks available) |
27. | 7.15pm | Homework and revision (supervised) |
28. | 9.00pm | Dinner |
29. | 10.00pm | Sleep time |

Food and meals

30. Three good meals a day are served in the dining hall, and the menu is displayed so you can see what is coming. If you have an allergy or your family follows particular food rules, tell us - the kitchen will look after you, but you must always tell staff about any allergy.
31. You can keep your own snacks in your locker, and there are fridges, toasters, microwaves and kettles in the dining hall for your use. Food may only be kept and eaten in the areas staff show you - never in the dormitories.

Keeping in touch with home

32. School phones are available for you to ring home during break times - the numbers you need are displayed next to the phones. If you want to speak to your parents in private, ask any member of boarding staff and a quiet space will be arranged.
33. Your parents can ring the school office (0208 295 0637) at any reasonable time, and there are emergency contact arrangements they will be given when you start.
34. Year 7 boys go home every weekend. From Year 8, you go home every other weekend - check the holiday planner so you know which weekends are yours. When you come back, be in school and signed in by 5.30pm.

Your money and your things

35. You have your own locker - use it for your valuables. It is best not to keep more than about £10 with you during the week. Larger amounts can be kept safe by the school bursar, Iftikhar Hussain. Money kept outside your locker is at your own risk.
36. Mobile phones, tablets, smartwatches and games consoles are not allowed at school. If a phone is found it will be confiscated, you will get 5 negatives, and the phone will be donated to charity or, at the school's discretion, returned to your parents at the end of the year.

Laundry

37. Most boys take washing home at weekends. If you need to wash clothes at school, there is a laundry room - ask your Housemaster and check the noticeboard for how it works.

If you feel unwell

38. Tell the member of staff looking after you - they will take you to the medical room, where a first aider will look after you and decide what you need. If you are too unwell to stay, we will ring your parents. We always tell your parents the same day if you need first aid, and straight away if you bang your head.
39. All medicines must be handed in to staff when you arrive - staff keep them safe and help you take them at the right times. If staff have agreed you can carry emergency medicine, like an inhaler or an adrenaline pen, keep it with you at all times. The medical room is only ever for medical care - it is never a punishment.
40. There is a doctor's surgery on Chislehurst High Street; your parents can register you there when you start.

Behaviour: positives and negatives

41. Our behaviour system is simple: positives are earned and spent on rewards, negatives lead to sanctions. You can earn positives for good work, a tidy room, hifz, kindness, khidmah (service) and much more - and spend them on treats from the rewards menu. Top earners win monthly and termly prizes, including the termly trip.
42. Negatives add up to weekend detention. Every detention includes a reflection activity - you write down what happened, who was affected and what you will do differently, and talk it through with the member of staff.
43. The full system, with every point value, is in the Behaviour, Character and Discipline Policy (03), and the positives and negatives poster is displayed around the school. If

you think a negative was unfair, you can appeal to the Head Housemaster - ask and it will be looked at properly.

Bullying: we will sort it

44. Bullying is never allowed here, and it is never your fault. If anyone bullies you - or you see someone else being bullied - tell any member of staff. Every report is written in one log and taken seriously, and staff will act quickly. You will never be in trouble for reporting in good faith.
45. If you would rather not speak to school staff, ring an independent listener or Childline (0800 1111) - the numbers are at the front of this booklet and on the noticeboards.

Staying safe

- If the fire alarm sounds, stop what you are doing and walk out by the nearest exit to the assembly point. Do not collect your things. Do not go back in until you are told it is safe. Join in fire drills properly - they save lives.
- Some areas are out of bounds: roofs, store rooms, workshops, the kitchen without staff, and anywhere marked with no-entry signs. The science lab is only for lessons with a teacher.
- Never leave the school site without permission, and always sign out and in.
- Never open doors for visitors, and never take a visitor into the boarding area - tell a member of staff instead.
- Computers and the internet at school are filtered and monitored to keep you safe. Follow the online rules you sign up to, and tell a teacher straight away if you ever see something online that worries you.

Your voice counts

46. The school council is elected by you and speaks for you - being elected even earns you positives. Council members share ideas and worries with staff (though for anything serious or personal, always go to an adult). Each year you will be asked what you think of boarding through the boarding survey, and this booklet itself is reviewed every year with the school council, so it says what new boarders most need to know.

Free time, sports and clubs

47. There is plenty to do outside lessons: football, basketball, pool, table tennis, carrom and the very popular jiu-jitsu, plus clubs like ICT and reading. If you want quiet time, you can use the library, the masjid, a study room or the football pitch. Boys over 16 can visit the town centre at weekends with permission - sign out, agree your return time, and be back on time.

The rules in one place

48. Be on time for salah, lessons and meals. Wear the correct dress: topi and white jubbah or shalwar kameez, with only a plain black jumper. Keep your room tidy and your bed made. No food, drink or medicines in the boarding area. Respect staff and each other - no fighting, bullying, stealing or unkind language. No smoking, vaping, alcohol or drugs - ever. Look after school property; damage is charged. Stay out of restricted areas and other year groups' rooms. Sign in and out. And treat others the way you would like to be treated.

49. The full rules and what happens if they are broken are in the Behaviour, Character and Discipline Policy (03).

For your parents and carers

50. **Joining the school.** After the application, interview and open day, offers are confirmed with a start date in early September, along with the book list, room and class allocations, medical and allergy information requests, and notification to Bromley of enrolment. Please make sure the school always holds your current contact details.
51. **Attendance and leave.** Attendance at school is a legal requirement. Leave in term time is only granted in strict circumstances (such as a hospital appointment, or a wedding in the immediate family) - requests must come by email at least 72 hours ahead. Family holidays must be taken in school holidays: term-time holidays will be recorded as unauthorised absence and may be referred to Bromley's attendance service, which can issue fixed penalty notices (£80 per parent within 21 days, rising to £160 within 28 days). Absence during examinations, or unauthorised absence generally, may affect your son's place or year group.
52. **Illness, medicines and appointments.** Send any prescribed medicine in with a letter (condition, medicine, dose, timing, storage) - it will be kept safely and given by staff under the Care of Boarders Who Are Unwell Policy (05). Pupils with conditions needing emergency medicine (such as anaphylaxis, diabetes, epilepsy or asthma) need a current care plan and the medicine itself on the first day of term - and a pupil who carries an EpiPen must also lodge a spare with the school. For appointments, send a note or the appointment card and collect your son from reception once authorised. We will tell you the same day about any first aid beyond a trivial graze, and immediately by telephone about any head injury.
53. **Safeguarding.** Safeguarding is central to everything we do, under section 157 of the Education Act 2002 and Keeping Children Safe in Education. The Designated Safeguarding Lead is Hafiz Majeed, supported by deputy DSLs listed in the Child Protection and Safeguarding Policy (02). All staff, volunteers and regular contractors are checked. If you are ever worried about your son's welfare, contact the school at once.
54. **Money matters.** Fees and payment options are set out in the Fee Policy (31) and the annual fee schedule. Rewards your son buys with positives that involve real money (like the Saturday takeaway) are at his own cost.
55. **Questions or concerns.** Start with the school office (0208 295 0637 or education@darululoomlondon.com). If something is not resolved, ask for the Head of Administration, Abubakr Ahmed, who coordinates complaints under the Complaints Procedure (16) - boarders can also raise complaints themselves, in speech or writing, to any trusted member of staff. Travel to and from school is the responsibility of parents; car-sharing arrangements are private arrangements between families.
56. We wish your son every success at Darul Uloom London, and we look forward to meeting him soon.

Status, monitoring and review

57. This policy is reviewed at least annually, or sooner where statutory guidance or school circumstances change. The review lead is Hafiz Majeed (Head of Boarding and Designated Safeguarding Lead). This review: 28 August 2026. In force: 1 September 2026. Next scheduled review: September 2027.

58. This policy should be read alongside: the Behaviour, Character and Discipline Policy; the Countering Bullying Policy; the Care of Boarders Who Are Unwell Policy; the Child Protection and Safeguarding Policy; the Statement of the School's Boarding Principles and Practice.