Behaviour & Adab Policy

MADANI MADRASAH · 2026–27

Organisation	Madani Madrasah, Muslim Community College (Intl) · Registered Charity No. 1200396
Applies to	All pupils, staff, volunteers, parents and visitors
Policy date	November 2026
Next review	August 2027
Policy lead	Shaykh Mohammed Ahmed, Headteacher

1. Our approach

Madani Madrasah expects every pupil to show adab (respect) towards Allah, the Qurʾān, teachers, classmates and the Madrasah itself. Our ethos is A.S.K: Adab, Spirituality and Knowledge. Good behaviour is part of a child's tarbiyah, and we teach it, model it and reward it.

Everyone is expected to take responsibility for their actions and to care for people, the Madrasah and its property. Staff work with parents and pupils to build mutual trust and respect, and apply this policy consistently, fairly and sensitively.

2. Aims

- A calm, purposeful and happy learning environment.
- Positive, caring attitudes, where achievement at every level is celebrated.
- Independence, self-discipline and responsibility in every pupil.
- Expectations that are clearly explained to children and applied consistently.
- A fair reward system and clear procedures for unacceptable behaviour.

3. What we expect of pupils

- Greet others with salām, speak politely and listen to the teacher.
- Arrive on time, in full uniform, with the books and equipment needed.
- Handle the Qurʾān and Islamic books with respect.
- Work hard, complete sabaq and homework, and let others learn.
- Keep hands, feet and unkind words to yourself. Bullying is never accepted (see our Anti-Bullying Policy).
- Look after the classrooms, the Masjid and the site, which we share with Madani Schools Federation.
- Stay on site and in the supervised area until collected or dismissed.

4. Uniform and personal items

- **Girls (Community Sessions):** black abaya and white burqa. No make-up or jewellery.

- **Boys (Community Sessions):** long-sleeved jubbah or qamees and a topi or kufi (Islamic hat). Hair must accord with Islamic teachings and allow the hat to be worn. A missing topi is provided and invoiced to parents.
- **School Sessions:** pupils may wear their school uniform.
- Full uniform is worn until the pupil is collected. Uniform infringements may lead to a 20-minute detention.
- **Mobile phones and smart watches are not permitted on site.** A parent who believes their child needs one must ask the Headteacher for a request form. Each request is considered case by case.

5. Rewards

We celebrate good work, good behaviour, progress and individual effort. Rewards vary with the age of the class and include:

- Verbal praise and feedback
- Written feedback in workbooks and planners
- Stickers and certificates
- ClassDojo points
- Messages home to parents
- A visit to the Headteacher with good news
- Awards at the annual Awards & Prize-Giving Jalsah

6. Addressing inappropriate behaviour: the Tadhkir stages

Tadhkir means “reminder”. Each stage gives the pupil a chance to put things right before the next is reached.

Stage	What happens
Tadhkir 1: Formal warning	The pupil is warned that their behaviour is preventing an excellent lesson from taking place.
Tadhkir 2: Moving area or seat	If the behaviour continues, the pupil is moved to a designated area or seat within the room.
Tadhkir 3: Parents informed and Muḥāsabah	Parents are informed and may be called to a meeting. The pupil is sent to the Headteacher or a senior member of staff for Muḥāsabah, a reflective discussion recorded in the behaviour log.
Tadhkir 4: Fixed-term exclusion	If behaviour does not improve after Muḥāsabah, the pupil is excluded for one day. Only the Headteacher or a senior member of staff can sanction this.

Muḥāsabah and the Behaviour Reflection Statement. During Muḥāsabah the pupil completes a Behaviour Reflection Statement built on the A.S.K pillars. They describe the incident and how they felt, reflect on it through Adab, Spirituality and Knowledge, consider its effect on others, take responsibility and write an apology and an intention for moving forward.

Individual behaviour programme. A pupil who reaches Muḥāsabah three times in a half term, or repeats the same behaviour, is placed on an individual behaviour programme monitored over a half term. Parents are invited to discuss it with the class teacher or the Headteacher.

Return from exclusion. The pupil and a parent or guardian attend a reintegration meeting where expectations are set out. Both must confirm they intend to meet them before the pupil returns to class. Otherwise the exclusion may be extended and a further meeting arranged.

7. Serious incidents

Some behaviour may lead straight to a higher-level sanction. Examples are:

- Foul or abusive language directed at staff
- Physical violence or fighting
- Bullying, harassment or discriminatory behaviour
- Theft or deliberate damage to property
- Bringing or using a prohibited item, such as a weapon or imitation weapon, a laser pen, tobacco or vapes, or a mobile phone used inappropriately
- Leaving the site or the supervised area without permission

The Headteacher investigates, hears the pupil's account and sets a reasonable sanction according to the findings. Behaviour that raises a safeguarding concern is also handled under our Safeguarding & Child Protection Policy.

8. Permanent exclusion

The Headteacher may permanently exclude a pupil as a final measure, where the steps above have not restored acceptable behaviour. It may also be the first response to a very serious incident, such as extreme physical violence. Parents are informed in writing with the reasons, and may ask for the decision to be reviewed under our Complaints Procedure.

9. How staff respond

- Staff use praise first and correct behaviour calmly, privately where possible, and without humiliating a child.
- **Physical punishment is never used at Madani Madrasah.** Nor is any sanction that degrades a child.
- Staff may use reasonable force only to prevent a child from hurting themselves or others. Any such incident is recorded and parents are told the same day.
- Sanctions take account of a pupil's age, any special educational need or disability, and their circumstances.
- Incidents from Tadhkir 3 upwards are recorded in the behaviour log, which the Headteacher reviews for patterns.

10. Working with parents

Parents support this policy by discussing it with their child, making sure uniform and equipment are correct, and responding to messages from staff. ClassDojo is our main channel for day-to-day contact. We will always tell parents early when we have a concern, so that home and Madrasah give the child the same message.

11. Equalities

Through the fair treatment of all, Madani Madrasah aims to eliminate unlawful discrimination, prejudice, harassment and stereotyping. This policy is applied in line with the Equality Act 2010 and its protected characteristics.

12. Related policies

Safeguarding & Child Protection · Anti-Bullying · Attendance & Punctuality · Complaints Procedure