



MUHAMMADI MADRASAH

Muhammadi

Madrasah Student

Behaviour &

Disciplinary Policy

Student Behaviour & Conduct Policy – Summary

Our Ethos: Muhammadi Madrasah is committed to nurturing students in an environment rooted in Islamic values, mutual respect and personal responsibility. The purpose is to promote a safe, respectful and spiritually enriching environment where students can thrive in accordance with the teachings of the Qur'an and Ahlulbayt.

Expectations

Students are expected to:

- Show respect to staff, peers, and the community.
- Use polite and appropriate language.
- Follow instructions promptly.
- Keep the Madrasah clean and treat property with care.
- Arrive on time, dressed modestly, and ready to learn.

Unacceptable Behaviour

Includes:

- Disruption, rudeness, or defiance.
- Bullying or physical aggression.
- Use of mobile phones during class.
- Vandalism or misuse of property.
- Dress code violations.

Disciplinary Process

Includes:

1. Verbal reminders
2. Formal warning
3. Parent contact
4. Written warning/report card
5. Final warning or suspension

Support & Reflection

Students may be asked to complete reflection sheets or have restorative conversations to understand the impact of their behaviour.

Parent Communication

Parents are contacted after:

- Any formal warning and serious incidents.

Muhammadi Madrasah – Student Behaviour & Disciplinary Policy

2. Student Expectations

All students must:

- Treat everyone with respect, all volunteers including the teachers, assistants, peers and community members.
- Use polite language and speak with manners.
- Be honest and truthful.
- Address teachers and volunteers appropriately.
- Respect Madrasah property and keep the premises clean.
- Avoid bringing valuables or large sums of money.
- Keep personal belongings with them at all times.
- Refrain from swearing or using abusive language.
- Follow the Islamic dress code.

3. Behaviour Guidelines

a. General Conduct:

- No rudeness or disrespect toward staff.
- No physical violence or bullying.
- No disruption of lessons or communal areas.
- No use of mobile phones during Madrasah hours.

b. Shared Spaces:

- Students must remain in class unless given permission.
- Litter must be disposed of properly.
- Any misuse of property must be reported.

4. Dress Code

- Boys: White long-sleeved top with cream/beige trousers or plain kanzu.
- Girls: Hijab and abaya (younger girls may wear pinafores). No tight clothing, skirts, excessive makeup, or nail polish. See parent/student handbook for further information.

5. Disciplinary Process

a. Minor Misconduct:

- Verbal warning (up to 2 times)
- To be kept back in the classroom and/or
- Referral to management
- Escalation to serious misconduct if repeated

b. Serious Misconduct:

- Parent meeting
- Written warning
- Isolation during break
- Report card

c. Major Misconduct:

- Final warning
- Suspension or expulsion (at Principal's discretion)

6. Examples of Misconduct

Minor:

- Inappropriate language
- Horseplay
- Defiance or non-compliance
- Disruption
- Property misuse

Serious/Major:

- Abusive language
- Fighting
- Bullying or harassment
- Lying or cheating
- Truancy
- Vandalism
- Possession of prohibited items (e.g. tobacco, drugs, weapons)

7. Support & Reflection

Students may be asked to:

- Complete a reflection sheet
- Participate in a restorative conversation
- Follow a behaviour support plan

8. Attendance

- Students must maintain 95% attendance.
- Unauthorised absences will be recorded and followed up.
- Continued absence may lead to removal from the register.

Further information regarding attendance can be found within our attendance policy which can be found on the Muhammadi Madrasah website.

9. Parent Communication

- Parents will be contacted after 2 unauthorised absences or any serious incident.
- Communication will be via email or phone. Please ensure your contact details are up to date using Spond App. For further information on this please refer to the Parent/Student Handbook found on our Muhammadi Madrasah website.
- A deadline will be given for response; failure to reply may result in final warning.

10. Review

Reviewed September 2025 by Muhammadi Madrasah Management Team

Policy Statement

This policy describes Muhammadi Madrasah approach to safeguarding and promoting positive behaviour in the best interest of all children attending the Madrasah to ensure all students are ready, resilient and respectful learners and members of the community.

Muhammadi Madrasah is committed to the promotion of positive behaviour for all pupils and to supporting students to develop their social, emotional and behavioural skills and overall welfare.

This policy is for all staff, students, parents/carers, governors, visitors and partner agencies working within the Madrasah and provides guidelines and procedures as to how our Madrasah supports and responds to behaviour. The promotion of self-discipline and respect for others also guides the Madrasah actions to promote positive behaviour and informs the Madrasah response to any kind of child-on-child abuse, bullying, intimidation or harassment, both offline and online.

The key principles of this policy are:

- To create a caring, orderly community in which effective learning can take place and where there is mutual respect between members.
- To ensure all stakeholders treat other people and their property with respect and consideration.
- To take a 'zero tolerance' approach and immediate response to any form of bullying (including prejudice based and discriminatory), derogatory language, child-on-child abuse, aggression and criminal/sexual exploitation in Madrasah and the wider community, including online.
- To encourage students to become self-disciplined, able to accept responsibility for their own actions and make positive choices by being ready, resilient and respectful.
- To support students to behave in a manner which allows other students to enjoy their educational experiences at the Madrasah.
- To develop the Madrasah community so that all members feel happy and safe and develop a sense of worth, identity and achievement.

Policy Objectives:

- To encourage positive behaviour, with all students and adults working to agreed standards.
- To set expectations that all students will be encouraged to learn the social emotional and behavioural skills required whilst at Madrasah.
- To maintain a Madrasah environment where students are encouraged to behave appropriately because they feel they are valued members of the Madrasah community and that they are safe, secure and at ease.

Broad Guidelines for Behaviour and Discipline:

1. Every teacher will accept responsibility for high standards of discipline in the classroom and within the Madrasah environment.
2. Every student will accept responsibility for high standards of behaviour.
3. All staff will be consistent in their approach to discipline and behaviour.
4. The Headteacher alone has the right to suspend or permanently exclude a student and to decide whether the suspension is to be held on or off the Madrasah premises.

Muhammadi Madrasah Expectations:

- Emphasise 'listening skills', 'politeness' and 'respect'
- Respectful jewellery (none offensive) and no makeup on all
- Always in correct uniform
- Punctuality - every member of staff can challenge every student who is out of a lesson.
- End of lesson - stand behind chairs, check for litter, marks on desks, close windows and switch off lights.

Senior Leadership Team:

- The Headteacher, with the assistance of other members of the Leadership Team, is responsible for the form and content of the policy, and for its implementation in ways that maintain a Madrasah ethos that encourages positive behaviour.
- The Senior Leadership Team, are highly visible at all times of day and are responsible for maintaining the behaviour culture and an environment where everyone feels safe and supported.
- The Senior Leadership Team is responsible for ensuring all staff understand the behaviour expectations, the importance of maintaining them, the factors that may impact on student behaviour and strategies to effectively manage behaviour, including the use of reasonable force and other restrictive interventions, through appropriate staff inset day training and induction programmes for new members of staff (including teacher assistants, trainee teachers and supply staff).
- Maintain records of behaviour data to identify trends and patterns and ensure appropriate support and interventions are in place based on the nature of the data.

The role of the teachers, assistants, supply teachers and all volunteers:

- Everyone has a responsibility to ensure that they apply the policy fairly and consistently.
- Everyone has a role to play in keeping the policy alive throughout the Madrasah, including through providing mutual support to colleagues, and modelling the social, emotional and behaviour skills and high standards of behaviour expected from students.
- Everyone should challenge students to meet the Madrasah expectations and maintain the boundaries of acceptable conduct.
- Everyone should consider the impact of their own behaviour on the Madrasah culture.

The role of the students:

- Every student has a responsibility to meet the Madrasah behaviour standards and expectations, uphold the Madrasah rules and contribute to creating a safe environment for all.
- Students have a responsibility to report incidents of bullying, harassment, abuse or intimidation, both offline and online.

The role of the parent/careers/guardians:

- Everyone has a responsibility to understand the Madrasah behaviour policy and support its implementation.
- Parents/carers will be requested to attend a formal meeting with the Principal and or a member from the management team if a student is suspended from Madrasah twice in an academic year.

Mobile phone/Smart watches/Meta Spectacles/Technology:

Students are not allowed to have a mobile phone / smart watch visible in Madrasah from the moment they enter the Madrasah gates at the start of the day to the moment they leave the Madrasah gates at the end of the Madrasah day. This principle also applies to students who use their mobile phone during the Madrasah Day even if they are not witnessed doing so by a member of staff.

The Madrasah does not take any responsibility for the loss or damage to any devices brought into the Madrasah by the student.

If a student is seen with a mobile phone/smart watch, they will be expected to hand the device to the member of staff. The phone /smart watch will be handed over to the pupil parents/carers at the end of the Madrasah Day. The mobile phone/smart watch will remain Madrasah teacher and/or a member of the Management team until the parent/carer collects from Madrasah. If this behaviour is repeated again, the mobile phone/smart watch will be confiscated and parents/carers will be invited into Madrasah to meet with a member of the management team. The device will be stored in the Madrasah safe until this meeting has taken place.

If a student refuses to give their mobile phone / smart watch to the member of staff, they will need to report to a member of the management team. The pupil will be required to hand their phone over to them and will be dealt with in accordance with this policy. However, the Madrasah will view each case individually. Students will still be required to hand their mobile phone to a member of staff but will not necessarily face the sanctions outlined above.

Using a mobile phone or a similar device to record conversations, make videos or take photographs of any member of the Madrasah community (staff, students, visitors, parents/carers), without their permission, is not allowed and will result in a fixed term suspension. Similarly, the display, supply or posting of any such materials may result in a

fixed term suspension. Depending on the nature of the content and severity of the behaviour, this may result in a suspension or permanent exclusion.

Students are also not allowed to wear meta spectacles in Madrasah. These are items with cameras or video recorders built into the frame of the spectacles. Any form of meta spectacles, or equivalent items, found in the possession of students in Madrasah will be removed and students will be asked to provide evidence to prove they have not taken any images or recorded any footage in Madrasah either with or without the knowledge and consent of others. If the student has been found to use the item to record or take images, the Headteacher may issue a fixed term suspension in line with our behaviour policy.

In addition, in line with our Anti-Bullying Policy, the Madrasah reserves the right to confiscate and search a device if concerns about cyber-bullying, online abuse, violence and/or sexual harassment, criminal or sexual exploitation, are reported to staff. While we do not take responsibility for inappropriate use of digital media outside of Madrasah hours or outside of the Madrasah premises, such issues which affect the running of the Madrasah and the well-being of staff and other students, will result in sanctions in line with this policy. Therefore, the Madrasah reserves the right to issue a fixed term suspension or permanent exclusion if a student's physical or online behaviour, out of Madrasah, brings the Madrasah into disrepute and/or poses a risk to the safety of other members of the Madrasah community.

The same principle applies to all forms of inappropriate online behaviour using technology in Madrasah and any devices loaned by the Madrasah for a student to use at home (ie – remote learning). Appropriate sanctions will be implemented, in line with this policy, for any forms of bullying, discrimination, online abuse, threats of violence or harassment (including sexual).

Uniform:

We expect our students to take pride in their appearance and we believe that the wearing of Madrasah uniform fosters a sense of identity. If students attend Madrasah inappropriately dressed, in the first instance Madrasah will look to provide respective uniform for the student to wear. Alternatively, their parents will be contacted and arrangements will be made for the student to either return home to collect the correct uniform or a timescale will be agreed with either the Deputy or the Principal for the uniform or appearance matter to be resolved.

The Madrasah will endeavour to provide support for parents unable to resolve the uniform issue in a timely manner. Students will be given notice of inappropriate uniform and may result in communication with parents/carers.

Staff have the right to confiscate any inappropriate items or clothing (ie – caps, hoodies, bandannas) at any time of the Madrasah Day, including as students arrive to and leave from Madrasah (inside the Madrasah gates). This includes the hijab and therefore must be always worn.

Make-up, false eye lashes and nail varnish, including nail extensions should not be worn for Madrasah. Students who arrive at Madrasah wearing make-up, eye lashes or nail varnish will be given the appropriate materials to ensure it is removed. Students who refuse to co-operate with requests to remove make-up, nail varnish, eye lashes, piercings, inappropriate clothing and/or inappropriate footwear, failure to comply with Madrasah expectations will need to discuss this further with a member of the management team. In some circumstances, parents will be asked to keep their children at home (authorised absence) until the student complies with Madrasah expectations.

Continuous failure to comply with the appropriate Madrasah uniform, will result in following the disciplinary process found in section 5 of this behaviour policy.

Child on child abuse:

This includes:

- bullying (including cyber-bullying, prejudice-based and discriminatory bullying),
- abuse in intimate relationships between peers,
- physical abuse (hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm),
- sexual violence and harassment,
- consensual and non-consensual sharing of nudes and semi-nude images and/or videos,
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.

Muhammadi Madrasah believes that all child-on-child abuse is unacceptable and has a zero tolerance approach.

Abusive comments and interactions, including online, should never be passed off or dismissed as 'banter' or 'part of growing up'. Nor will harmful sexual behaviour be dismissed as the same or 'just having a laugh'.

All reports peer-on-peer abuse will be treated as a safeguarding matter and in line with our Child Protection policy.

After a concern has been reported and investigated, Muhammadi Madrasah will take appropriate disciplinary steps, as required. Action must be appropriate to the age of the child but may include:

- An official warning to stop offending.
- Early intervention reviews and target setting process.
- Informing the perpetrator's parents.
- Co-ordinating a 'Restorative Justice' mediation meeting between the victim and perpetrator.

- Meeting with parents/carers to agree a Behaviour Support Plan / Contract.
- Formal review of Behaviour Contract over an agreed period of time.
- Formal internal or fixed term suspension from Madrasah for the incident or if the bullying continues to persist.

Detentions:

The purpose of detention is to contribute to the raising of students' standard of behaviour across the Madrasah. We recognise and accept that a detention may not solve the underlying problem causing misbehaviour. However, it may cause students to 'think twice' and may act as a deterrent to others. The importance of a detention is that it gives a clear message to all students that as a Madrasah we will not accept poor attitudes to learning.

Permanent Exclusion:

The Madrasah will permanently exclude a student from Madrasah for a serious breach of the Madrasah behaviour policy, including behaviour out of Madrasah and online. In addition, a student may be permanently excluded from Madrasah for a cumulative number of fixed term suspensions issued because of their behaviour in Madrasah, online and in the community.

The Madrasah will endeavour to put support strategies in place to ensure that a student is not in danger of being permanently excluded.

Physical Restraint and Restrictive Interventions:

Under no circumstance should a staff member feel they should resort to such action instead in the first instance they should call upon a member from the management team.

Under the following circumstances the above will apply:

- To remove disruptive children from the classroom where they have refused to follow instructions leave the classroom,
- Where a student behaving in a way that disrupts a Madrasah event, trip or a visit,
- Where a student leaves the classroom that would risk their safety or lead to behaviour that disrupts the behaviour of others,
- To prevent a student from attacking a member of staff or another pupil, or to stop a fight in the playground,
- If there is suspicion a student is in possession of a legally prohibited item,
- Restrain a student at risk of harming themselves through physical outbursts.

When using reasonable force and/or other restrictive interventions, the following will be considered and/or assess the following factors:

- Whether it is likely to successfully reduce the relevant risk, or whether its use would escalate the situation further or cause more harm than the consequences of the behaviour that it intends to address,

- The impact on the pupil's overall welfare, balanced against the actions taken. For example, children with adverse childhood experiences, medical conditions, communication difficulties or sensory impairments, may find its use distressing,
- To maintain respect for a pupil's dignity. For example, an intervention in front of the child's peers,
- To understand how the pupil is feeling and use this information to determine whether the use of reasonable force and/or other restrictive interventions should be, or could be, applied, reduced or stopped.

Searching, Screening and Confiscation:

The Principal has the right to search a student or their possessions where they have 'reasonable grounds' to suspect that the student may have a prohibited item.

Staff members carrying out a search can confiscate any item that they have reasonable grounds for suspecting:

- Poses a risk to staff or students is prohibited, or identified in the Madrasah rules for which a search can be made is evidence in relation to an offence.

The list of prohibited items is:

- knives and weapons,
- Anything that could be used as a potential weapon (ie – piece of sharp glass, metal combs),
- Illegal drugs and drugs-related paraphernalia,
- Stolen items,
- Fireworks,
- Tobacco, cigarettes, cigarette papers, e-cigarettes, vapes,
- Pornographic images.

The Principal will add other items to the prohibited list if they consider such items to be a potential risk to the safety of the Madrasah community or detrimental to the day-to-day running of the Madrasah.

Only the Principal and/or a member of their management team, or members of staff authorised by the Principal or from the management team, can carry out a search. In such circumstances the use of reasonable force is permitted but the decision to use reasonable force will be made on a case-by-case basis. The law states the member of staff conducting the search must be of the same sex as the student being searched. There will always be another member of staff present as a witness to the search. Staff may search a student's outer clothing, pockets, possessions, bags or lockers.

Outer clothing means any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear, as well as hats, shoes, boots or scarves. The possessions will only be searched in the presence of the student.

The Madrasah has the right to search for any item if the student agrees. The members of staff carrying out to authorise the search will ensure the student understands the reason for the search and how it will be conducted and give them the opportunity to ask any questions about the search. The Madrasah will consider the age and needs of the student at this stage, including those with specific individual needs and/or special education needs.

If the student is not willing to agree to the search, they should remain supervised and isolated from other students. Parents will be contacted to secure their support for the search to be completed and will be invited into Madrasah to observe or participate in the searching process. The Principal or a member of their management team will consider whether it is appropriate to use reasonable force to conduct the search, particularly if the search would prevent the student from harming themselves or others, damaging property or from causing disorder.

Failure to co-operate with the search will be managed in line with the Madrasah behaviour policy and a fixed term suspension may be issued.

Parents will be informed of any search for a prohibited item that has taken place, and the outcome of the search, including any items confiscated.