



Excellence in Islamic Education
“where every child matters and every day counts”

Al Madina Trust Handbook

Contents Page

1. Introduction
2. General Rules – Children Behaviour and Conduct
3. Acceptable Clothing and Appearance Policy
4. Attendance/Absence & Lateness Policy
5. Disciplinary Policy and Procedures
6. Detention and Reporting
 - a. Detention Procedure
 - b. Report Cards Process
7. Health/Hygiene & Sickness Policy
8. Children with Learning difficulties, Disabilities and Special Needs
9. Interaction with Parents/Guardians
10. Complaints/Concerns and Compliments Procedure
11. Miscellaneous
 - a. Homework Diaries
 - b. Al Madina Trust Assembly
 - c. Islamic Character and Conduct
 - d. Health and & Safety
 - e. Safeguarding
 - f. Imtihaan and Jalsa
12. General Information and Contacts



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1. Introduction

The Al Madina Trust’s aim is to provide a caring learning environment for our pupils and provide both basic and elementary Islamic education to Muslim children irrespective of their race, colour or ethnicity. Our intention is to create and maintain an atmosphere to promote teaching and learning and achievement of the highest quality. This will prepare and facilitate the children to acquire and develop Islamic knowledge, skills and understanding the true meaning of the religion and support them to become better citizens of our community.

Our objectives are:

- To provide a safe, nurturing environment for our pupils
- To enrich Islamic values and beliefs in light of the Quraan and Sunnah
- To promote a centre of excellence with values of discipline and respect
- To present a curriculum that is intellectually stimulating and appropriate
- To encourage development of Islamic morals and values
- To ensure that all pupils are treated fairly and equally
- Recognise and respond to the pupil’s individual needs
- Constantly strive to raise standards of learning and achievements
- To adopt a professional approach with Al Madina Trust related issues
- To foster values of good citizenship within our environment including our neighbours

2. Al Madina Trust General Rules – Pupil Behaviour and Conduct

All parents are requested to constantly remind their children about Islamic etiquettes and the importance of respect and behaviour towards everyone. The following rules shall be directed towards all pupils and must be observed at all time:

- **Never** play around the Al Madina Trust premises
- **Never** shout or make loud noise
- **Always** raise your hand if you need to speak to the teachers



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- **Never** answer back to the teacher and respect everyone
- **Never** bring sweets or chocolates into the Al Madina Trust
- **Never** throw objects across the classroom
- **Never** fight, strike or spit at anyone no matter what the reason
- **Never** damage other people’s property including anything in the Al Madina Trust or on your way to and from Al Madina Trust to your homes
- **Always** talk quietly and sensibly around the Al Madina Trust and not cause any disturbance to neighbours
- **Never** use abusive language or swear or be rude to anyone including Teachers and other pupils
- **Never** make fun of anyone or call people names.
- **Never** bully anyone irrespective of their age
- **Never** bring any weapons or harmful substance to the Al Madina Trust
- **Always** learn your lesson beforehand and come to the Al Madina Trust on time with Wudhu, correct clothing and all essential items.



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Under no circumstances should a pupil be in possession of a mobile phone or any other electronic items whilst in Al Madina Trust

If a pupil is found to be in possession of these items, then they will be confiscated by the teacher. Parents will be contacted accordingly and the item only returned to the parents.

3. Acceptable Clothing and Appearance

As an Islamic establishment that teaches and promotes all aspects of Islamic life, the Al Madina Trust also aims to teach and instruct pupils about the correct appearance and clothing. This policy applies to all pupils and staff members. They must dress appropriately and modestly within Islamic Principles.

The following policy will apply for all pupils:

Boys Dress code

- All male pupils must wear a “Jubbah” or similar whilst in Al Madina Trust
- All male pupils must cover their heads with a “Topee”. Other forms of head cover will not be acceptable.
- Trousers must be kept above the ankle at all times. Items of clothing that have “tears” as a fashion item are not permitted
- Jewellery items are strictly prohibited and will be confiscated.
- Parents are advised to ensure that children do not come to Al Madina Trust with valuable items such as watches. The Al Madina Trust will not be held responsible for damage or loss of such items.
- Pupils are not allowed to have “short back and sides”, “step” or “fringe” haircuts.

Girls Dress code

- All female pupils must wear a loose “Jubbah” or full length “Burkha”
- All female pupils must have their head covered with head scarves
- Jewellery items such as chains or rings are not allowed for safety reasons
- Parents are advised to ensure that children do not come to Al Madina Trust with valuable items such as watches. The Al Madina Trust will not be held responsible for damage or loss of such items



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Pupils coming to Al Madina Trust wearing inappropriate clothing shall be given a verbal warning in the first instance. If the situation continues then the pupil will be referred to the Imam or the Management committee as appropriate. Pupils will not be allowed back into the Al Madina Trust until the corrective action has been taken.

4. Attendance/Absence & Lateness Policy

Classes will begin promptly at 5pm and finish at 7pm Monday to Friday.

The Al Madina Trust doors will be locked for safety reasons at 5:00pm every day. Any pupils or staff who arrive after this time must press the “Buzzer” and wait until someone becomes available to let them in. Parents must not leave their children outside the door but wait for someone to open the door.

Pupil attendance and punctuality are very important and pupils are strongly encouraged to be on time every day. They should make an effort to attend every day and not be absent for even one day. Parents are advised not to commit their children to extra-curricular activities during Al Madina Trust times.

The following attendance/absence rules apply for all parents and pupils:

- Al Madina Trust begins at 5pm. Pupils should not arrive before 4.50pm as the premises will not be open and they would have to wait outside irrespective of any inclement weather.
- Parents must notify the Al Madina Trust of any absence or lateness in advance. This must be in writing and the forms are available from the teachers. If this has not been done, then a note from the parents will be required when the pupil returns to the Al Madina Trust giving clear reasons for the absence.
- Parents are encouraged not to take any holidays during term time. The Al Madina Trust timetable is run in conjunction with school holidays as far as possible so that there is minimal disruption to the pupil’s Islamic education.
- Parents must collect their children on time. Please do not come before the end time of 7pm and at the same time not be late as this will mean their children will have to wait for them outside irrespective of any inclement weather.
- Long term absences are not permitted unless it is of an emergency nature. This should be notified in advance by completing the appropriate form available from the teachers.



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- Pupils who have less than 80% attendance will be referred to the Imam who in turn will have a meeting with the parents and agree an action plan to improve attendance
- Unauthorised absence of 15 days or more may result in the child being removed from the Al Madina Trust. Parents will be required to re-apply for re-admission.

5. Disciplinary Policy and Procedures

Discipline is vital in the running of the Al Madina Trust and must be taken very seriously. A disruptive and badly behaved child can have a serious impact on the rest of the group and will not be tolerated.

The following stages will be executed for any disruptive children

Stage 1 – Verbal Warning

Stage 2 – Second verbal warning

Stage 3 – A classroom disciplinary action

Stage 4 – Detention – up to 2 sessions if misbehaviour persists

Stage 5 – Pupil is referred to either the Imam or the Management committee as appropriate. Child is issued with a letter for the attention of their parents/guardians. If the situation persists, the second letter to the parents will require a written response.

Stage 6 – Parents are called in to meet with the teacher.

Stage 7 – Child may be suspended if there's no improvement.

Stage 8 – Final Stage – The child will be excluded from the Al Madina Trust in the interest of other children and the Al Madina Trust.

Please note that certain disciplinary matters such as violent and/or aggressive behaviour could result in the child taken straight to stage 7.



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6. Detention

The purpose of detention is to emphasise to the pupils that they are responsible for their own behaviour and completion of their studies. It will enable the Al Madina Trust to be successful and enable pupils to achieve their ability and at the same time understand the consequences of their action.

Detention will be issued to pupils whose behaviour is unacceptable such as disrespecting their teachers or disrupting the class and showing no consideration to their fellow pupils. Detention will also be given to pupils who consistently fail to meet the standards and deadlines set by the teacher without any justifiable reasons.

The following detention procedure will apply:

- Detention will be held every week at an agreed time/day.
- Pupils will be issued with detention letters prior to the detention date. The letter must be returned signed by the parents by the following day.
- The detention can be changed if the parents give valid and acceptable reasons to another future date.
- The detention will be supervised by a staff member from the Al Madina Trust.
- Under no circumstances will the Al Madina Trust waive the detention.
- Pupils will be expected to complete their studies during the detention.

7. Health/Hygiene and Sickness Policy

Personal hygiene is very important and in order to promote good health and hygiene in our Al Madina Trust, parents must observe the following rules:

- Pupils must come looking clean and tidy and ensure that items of clothing such as socks are changed on a regular basis
- Pupils must be made to visit the lavatory and do their Wudhu prior to coming to the Al Madina Trust. The toilets and Wudhu facilities at the Al Madina Trust are for emergency use only.
- Parents should not send children with illnesses or infections such as a rash, discharge from the eye or nose or vomiting/diarrhoea. If they do come to the Al Madina Trust, parents will be contacted and asked to collect them immediately.
- If pupils become sick during Al Madina Trust, the parents will be asked to collect them immediately. If the situation is of an emergency nature,



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then the teacher will call for emergency assistance and notify the parents.

- Pupils who are sick or soil the carpets during Al Madina Trust shall be isolated from other children and the parents contacted so that the child can be collected immediately. Parents will be required to come and clean the area and must bring appropriate cleaning materials.

8. Children with Learning Difficulties, Disabilities or Special Needs

The Al Madina Trust recognises that there are children who have learning difficulties, disabilities or special needs. The Al Madina Trust has a strict anti-discrimination policy and will make every effort to provide Islamic education to all pupils.

These children may find learning, memorising and understanding Islamic concepts and rules difficult. These children's progress will in some cases be hindered and difficult. This must not be confused with pupils who fall behind due to lack of effort or laziness on their part.

Parents should disclose any information from professional authorities such as doctors or schools and our teachers will take on board any recommendations made.

The following guidelines and approach shall be implemented for pupils who are identified as having learning difficulties, disabilities or special needs:

- Pupils with learning difficulties will be allowed to progress in their learning at their pace and ability.
- Disciplinary measures such as detention or reporting cards shall not apply to pupils in this category who show effort and commitment to learning.
- However, disciplinary action will still be applied for behavioural reasons.



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9. Interaction with Parents/Guardians

In order to provide the best Islamic education, everyone must work together to bring out the best in our pupils. We aim to work in partnership with parents through effective communication in such a way that will encourage mutual support which in turn will give the children to work to their full potential. This interaction with parents is very important.

The following policy will apply to ensure positive interaction with parents:

- Teachers will discuss the general progress of pupils with their parents or guardians only.
- Teachers will produce annual reports which parents must sign to confirm they have seen them
- Teachers will organise a parents evening at least once a year when parents will have an opportunity to discuss the progress of their children.
- Pupils will have a homework diary which will inform parents of their child’s progress and behaviour on a daily basis.

10. Complaints/Concerns and Compliments Procedure

The Al Madina Trust welcomes the views of parents and the wider community. This can be in the form of complaints, concerns or compliments. The appropriate forms are available from either the teacher or the management committee.

The following policy will apply for dealing with any complaints/concerns and compliments:

- All complaints/concerns or compliments must be submitted in writing. These forms are available from the teachers or management committee
- The management committee will respond to all such issues within 10 working days or earlier if possible.
- All efforts will be made to resolve any issues through discussions or any other appropriate action deemed necessary.
- All efforts will be made to resolve issues in an amicable way and in line with Islamic guidance.



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11. Miscellaneous

a. Homework Diaries

All pupils will require a homework diary. The purpose of this diary is to maintain communication with parents and inform them of their child's progress and behaviour on a daily basis. Teachers must ensure that they update the diaries every day and parents must also monitor their child's education by signing the diary and giving any appropriate feedback. All pupils are expected to set aside at least 30 minutes at home every day and one hour at the weekend preparing for their lessons.

b. Al Madina Trust Assembly

The Al Madina Trust will hold a weekly assembly for all pupils to address any general issues such as Islamic morals and ethics and any other relevant Islamic or Non-Islamic events issues throughout the year.

c. Islamic Character and Conduct

The Al Madina Trust has a zero tolerance policy when dealing with any prejudice at any race, culture, religion or groups of people. All children and parents must adhere to Islamic principles whilst on Al Madina Trust premises and must follow the character and etiquettes of our Prophet and conduct themselves according to the Quraan and Sunnah.

d. Health and Safety

The management committee is committed to ensure that the premises comply with statutory Health and Safety guidelines. Teachers, pupils, parents and visitors are expected to comply with the requirements of the legislation and must ensure that no one is put at risk by their actions. Failure to comply with legal requirements could jeopardise the Al Madina Trust and appropriate action could be taken. These rules also apply whilst entering or leaving the Al Madina Trust, parents dropping or picking up children and the use of vehicles. The Al Madina Trust has a responsibility to its neighbours in terms of ensuring that all users of the Al Madina Trust and the general public are safe at all times and do not cause any unnecessary disturbance and nuisance.



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e. Safeguarding

The Al Madina Trust is required to meet all Safeguarding requirements as set down by law. All teachers have a full DBS check before they start teaching and this is to ensure that they are able to work with children and vulnerable adults. Whilst pupils are on Al Madina Trust premises, teachers ensure that they are not at risk from anything or anybody. Access and use of Al Madina Trust is closely monitored and outside prayer times, access to the Al Madina Trust is limited to authorised people only. The Al Madina Trust does not tolerate any bullying or abuse and such incidents will be treated very seriously. If the teacher identifies any issues of abuse, neglect, threats or poor health, they will report to the management committee who in turn may take further action which could lead to involving the Police, Social Services or the Safeguarding Board.

f. Imtihaan and Jalsa

The Al Madina Trust will hold two examinations during the year. The mid-year Imtihaan will be carried out internally by the teachers and this will assist in assessing the pupil's progress and plan towards the main Imtihaan which will be at the end of the academic year. The end of year Imtihaan will be conducted by external and independent examiners who will grade the pupils accordingly. Following the end of year Imtihaan, the management committee will organise a Jalsa where all parents and pupils will be invited to attend. This Jalsa will acknowledge the effort and commitments of all pupils.



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12. General Information and Contacts

The Al Madina Trust is located at Unit 6, 137 Queen Mary's Road, Coventry, CV6 5LR, United Kingdom.

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