

## Behaviour Policy

When incidents of unacceptable behaviour are reported, staff should ensure they have gained the fullest possible picture of the incident, what led up to it and whether expectations of good behaviour have been made sufficiently clear before sanctions are applied. Sanctions should be appropriate to the wrong-doing and age and maturity of the pupil.

Pupils are expected to follow these rules for good behaviour: The following should be taken into account:

1. Students must make a straight line outside the classroom (where possible) and remain quiet before entering the class.
2. Students should come to the class quietly but with Islamic Greetings (salaam) and stand behind the chair. They must be ready for the class with the correct uniform and equipment. If anyone has unacceptable uniform, staff would check their planner for a detention from the form tutor. If he doesn't, then he should be sent to reception for a phone call home and then a consequence will be issued.
3. As we have a 0% tolerance policy in terms of behaviour, pupils must be quiet during class and must follow the teacher's instructions including their classroom rules. Failure to follow such will cause a 15 minute on the day detention at the first instance of misbehaviour. A pupil would receive 30 minutes detention for the 2<sup>nd</sup> instance, 40-45 minutes for the 3<sup>rd</sup> instance and one hour for the 4<sup>th</sup> instance, detentions will take place the following day.
4. If the student continues to break the rules, he should be sent out and stay outside the classroom for 5 minutes . If this fails to rectify his behaviour, he should be sent to senior management with a class prefect.
5. Arrive on time for every lesson.
6. Stay in your seat unless the teacher has given you permission to move around .
7. Listen carefully when any adult is talking.
8. Listen carefully when other pupils are discussing work.
9. Use all equipment appropriately and safely (including ICT / Science equipment)
10. If you have a question put up your hand and wait for the teacher to allow you to speak.
11. Allow others to get on with their work
12. Others have the right to learn and feel safe too.
13. Work quietly, do not disturb others.
14. Be kind with your words and actions.
15. Respect school and personal property.
16. Don't talk when the teacher is talking.
17. Keep the classrooms tidy.
18. Chewing gum, food and drink are not allowed in the classroom.
19. Mobile phones, MP3/MP4,PSP/DS are not allowed.
20. Follow staff instructions the first time.

All staff will consistently set high expectations for good behaviour in lessons, and around the school taking these points into account by:

1. Teachers preparing interesting and engaging lesson to stimulate and challenge pupils to contribute to their enjoyment of learning
2. All staff being consistent in setting clear expectations for good behaviour in accordance with the school policy

Sanctions will be progressive according to the misbehaviour and may include:

1. Missing playtimes
2. Detentions
3. Going on report for a specified length of time
4. Signing a home school contract
5. Contacting parents.

Staff should keep a brief, dated record of any of these sanctions that they apply with note of misbehaviour. The Head teacher may request to see this record and will monitor regularly any sanctions.

Pupils should be given the opportunity to discuss their poor behaviour or consequences of their action and where possible any reparations. Corporal punishment of any kind is absolutely prohibited.

### **Form Time Expectations**

1. All students must come to school by 8.30 am
2. Late to school before registration closing time (08.45 am) without a call from parents results in 1<sup>st</sup> break time detention. (These reasons are not acceptable: Woke up late, traffic, siblings drop off etc.)
3. Attending late after registration without a proper reason given by parents will cause a 30 minutes detention after school.
4. Late to class for more than 2 minutes (class teacher will decide, depending on the situation) will receive 10/ 15 minutes (in 1st or 2nd break, if it is for last lesson then after school 10 minutes).
5. As soon as students arrive in the school, they must head straight to their form room. They will start reciting the Holy Quran (Surah Fatiha, Yasin, Ar Rahman, Surah Waqia, Mulk, on Friday first 10 and last 10 ayats of Surah Kahf)
6. All students have to come to school with ablution (Wudhu). If they come without wudu, they will be given a maximum of 5 minutes to make wudhu. However, if they take longer than that, it will be considered as late. If this happens with the same student twice, form tutor will report to the office and his parents to be contacted from reception and told to ensure their son is following the school rules.
7. Student who fails to follow the rules receives 1<sup>st</sup> break detention.
8. Before they start reading Quran, they have to put their planner, 3 black or blue pens, ruler, pencil, eraser, sharpener, calculator, math equipment box, USB, pocket tissue, tasbeeh counter, Miswak (tooth stick) on the table. While they are reading the Holy Quran, form tutor should check pupil's equipments and sign the planner for the last week.

9. If any equipment is missing, they should buy it before form time from the school tuck shop. However, if planner not signed by parents/carers, they must do so for the following day but teacher should keep a record. Failure to ensure a signature, will cause a 20 minute after school detention on the following day with parents contacted.
10. If anyone is with the incorrect uniform, they are to be sent to reception for a phone call home so the right uniform can be brought to school. Otherwise they will receive a 30 minutes detention.

### **Homework Expectations**

1. Students have to get minimum one homework for each subject every week. However, if a student does not complete the homework, he should be given a chance to finish it during the break time; further failure will receive 30 minutes detention after school.
2. According to teacher's record if the student does not do the homework every week, his parents should be contacted.
3. At the end of the lesson while they are ready to go, all students must stand behind their chair and pick up the litter from the floor (if there is any). When they leave the room, they should go in a line but leave the room quietly.

### **Lesson Exchange Expectations**

While students are changing between lessons, they must make sure that there is:

1. No screaming
2. No fighting
3. No eating
4. No drinking
5. No pushing
6. No foul language
7. No slang words.
8. No chasing

### **Break Time / Dinner Time Expectations**

1. All students must be in the playground unless told by a member of staff to stay inside the building. If the weather is not suitable for pupils to stay outside, then they will use form room but only after an announcement from a member of staff. All litter must be thrown in the bin.
2. No littering
3. No touching
4. No pushing
5. No foul language
6. No street language (slang)
7. No throwing water on each other
8. No fighting
9. No chasing

10. At the end of break-time, everyone must make a straight line facing the main building with their own form group (prefects must help and call others to ensure a straight line) failure to form a straight line will result in a 5-10 minutes after school detention on the day.
11. After the first bell all class teachers come outside to escort their class group.

### **Prayer time Expectations**

1. Students must be in the mosque before 1:40 Monday to Thursdays and before 12:45pm on Fridays. Otherwise they will be considered as late.
2. They will have to remain quiet at all times.
3. Names will be listed by a member of staff. If they talk, push each other or they are late etc.
4. If a name is on the list, they have to copy 2 pages of lines - copying from a dictionary. If there is a tick mark (if they do anything wrong again), they will be given 2 more pages for each tick mark.
5. Three detentions of the mosque will make one detention after school 30 minutes.

### **Things that will cause one-hour detention/ more than one-hour detention/ suspension/ Isolation/exclusion.**

1. Disrespecting teacher
2. Arguments with a teacher
3. Fighting with others
4. Bullying pupils
5. Lying (even as a joke)
6. Damaging property (Student's parent will have to pay for the damage)

### **Detention Expectations**

1. For 20 minutes Detention one side of the page
2. For 30 minutes both side of the page
3. For one hour both side of 2 pages
4. If they finish early, will remain seated till the time finishes.
5. If they cannot finish, will take it home and finish it then return it to the detention monitor on following day.

## **Reward System:**

### **Reward meal**

- Students with no detention for week are allowed to order take away food (fast food) on Friday and can enjoy at school with their friends.
- Students with 100% attendance for the term are invited to a meal with the head teacher/deputy head going to a local halal restaurant and school will pay the bill.
- Students with no detentions for the term are invited to a meal with the head teacher/deputy head going to a local halal restaurant and school will pay the bill.
- Students with no mosque detention (during prayer time, who does not get involved in anything else other than what he is told to) are also allowed to go to a reward meal with head or deputy head but they pay their own bill.
- Students who achieve their fixed target by the teacher are also will be treated by free meal.

### **Reward trip**

- Students with minimum 90% (eventually 95%) attendance will be invited to the rewards trip at the end of each term.
- Students with maximum 10 detentions will be invited to the rewards trip at the end of each term.
- Students with no mosque detention (during prayer time, who does not get involved in anything else other than what he is told to) are also allowed to go to a reward trip locally.

### **Student of the week**

- Student of the week is re-introduced, where teachers will choose one pupil from each year group every week, (behaviour / effort / participation / excellent work / team work etc.) or the highest house points achiever will be rewarded the following week in the assembly with a gift.
- Student of the week data will be collated, and student who has had the most students of the week awards for the year will be awarded.

### **House points**

- House points will be awarded to pupils in lessons/ break and lunch time (house points awarded for good behaviour / effort / participation / excellent work / team work etc.
- House points collated and when students have 100/300/500/1000 points they receive a bronze/silver/gold certificate along with vouchers £2/£3/£4/£10 for the school shop.
- House points are given on KSM online for each student and count towards the total for the house (Abu Bakr House / Umar House / 'Uthman House / Ali House) House group with the most points in a term will receive a discount towards the

end of term rewards trip, and house group who has the most house points at the end of the year receives the house trophy.

- Each students of the winning house will receive a medal as well.

## Report Card

Darul Hadis Latifah Northwest Does not want to see any student on the Behaviour report card. However, to ensure the progress and best behaviour in and around the school we need to introduce this report card system.

## When is it issued?

- If anyone gets two or more than two detention during the week, he will be given a **GREEN** report card for the following week
- If the student still keeps getting detention or get a bad comment from any teacher in any lesson, will be given **YELLOW** report Card.
- If the student still keeps getting detention or get a bad comment from any teacher in any lesson, will be given a **RED** report Card.
- If the student still keeps getting detention or get a bad comment from any teacher in any lesson, will be given 2<sup>nd</sup> RED report Card and Parents will be called for the meeting to discuss his behaviour.
- If the student still keeps getting detention or get a bad comment from any teacher in any lesson, will be kept on isolation for required days.
- If the student keeps distracting others and it spoils others' valuable time, he might be considered for a fixed term suspension or exclusion depending on the situation. However, school will always try not be in that level unless it is (The disruption level) not unsafe for other students.
- Once a student is on the RED report card, and does not get any detention or bad comments from any teacher in any lesson will be put on a WHITE report card for observation for a week.

## What to do when a student is on the Report Card?

- Student must give the report card to the teacher at the beginning of the class and at the end it must be collected from the teacher.
- The report card must be kept safe all the time by student
- Student must behave well in and out of the lessons.
- If any of the box for any lesson is empty (not signed by teachers) will be considered as bad comment.
- At the end of the day students must see the behaviour manager and get it signed.
- After school as soon as they go home, must show their parents and parents must sign and write any comments if they want to on the comments box at the last page of the report card

## What will happen if they fail to behave, whilst on report?

- On the green report card, students will get 2 pages worth of work to copy from a book.
- On the yellow report card, students will get 3 pages worth of work to copy from a book.
- On the red report card, students will get 4 pages worth of work to copy from a book.
- On the red report card (2<sup>nd</sup> Red) students will get 5 pages worth of work to copy from a book.
- On white report card they will be given the work according to the red card he was on. i.e. If the student was on the red 1, will get 4 pages worth of work. However, if the student was on the red report 2, he will be given 5 pages worth of work.
- If the student do not see the behaviour manager or the authorised person and do not get it signed on the day, will get minimum 6 pages and maximum 10 pages worth of work to copy from a selected book.
- If the student does not show the report card to their parents and get it signed for the following day, will get minimum 6 pages and maximum 10 pages worth of work to copy from a selected book.
- If any student loses the report card, he must report it to the Behaviour Manager and get a new one in the morning.

### **Exclusion from school (see exclusion policy)**

The decision to exclude a student will be taken in the following circumstances:

- In response to a serious breach of the School's Behaviour Policy;
- If allowing the pupils to remain in School would seriously harm the education or welfare of the students or others in the School.

Exclusion is an extreme sanction and is only administered by the Head Teacher (or, in the absence of the Head Teacher, the Deputy Head who is acting in that role). Exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conducts, and is infringements of the School's Behaviour Policy:

- Verbal abuse to Staff and others
- Verbal abuse to students
- Physical abuse/attack on Staff
- Physical abuse/attack on students
- Indecent behaviour
- Damage to property
- Misuse of illegal drugs
- Misuse of other substances
- Theft
- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Arson

- Unacceptable behaviour which has previously been reported and for which School's sanctions and other interventions have not been successful in modifying the student's behaviour. This is not an exhaustive list and there may be other situations where the Head Teacher makes the judgment that exclusion is an appropriate sanction.

### **Fixed Term**

Most exclusion is of a fixed term nature and is of short duration (usually between one and three days). The regulations allow the Head Teacher to exclude a student for one or more fixed periods not exceeding 45 school days in any one school year. The Proprietor have established arrangements to review promptly all permanent exclusions from the School and all fixed term exclusions that would lead to a student being excluded for over 15 days in a school term or missing a public examination. The Proprietor and the Head Teacher have established arrangements to review fixed term exclusions which would lead to a student being excluded for over five days and made arrangements for working in the area of Behaviour and provide for education on the sixth day. Following exclusion parents are contacted immediately where possible. A letter will be sent by post giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Proprietor.

A return to School meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Management Team. It is School practice to have a readmission meeting with the parents. This needs to be agreed with the School, student and parents. During the course of a fixed term exclusion where the student is to be at home, parents are advised that the student is not allowed on the School premises, and that daytime supervision is their responsibility, as parents/guardians.

### **Permanent Exclusion**

The decision to exclude a student permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered:

- The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or repeated possession and or use of an illegal drug on School premises.
- The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a student for a first or 'one off' offence. These might include: Serious actual or threatened violence against another student or a member of staff, Sexual abuse or assault, supplying an illegal drug, carrying an offensive weapon, Arson.

### **General factors the School considers before making a decision to exclude**

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the School or the student concerned. Before deciding whether to exclude a student either permanently or for a fixed period the School will:

- Ensure appropriate investigations have been carried out.
- Consider all the evidence available to support the allegations taking into account the behaviour Policy.
- Allow the student to give his version of events.
- Check whether the incident may have been provoked for example by bullying or by racial or sexual harassment.
- Ensure that where witness or staff statements, that they are signed, dated and collated together.
- If the School is satisfied that on the balance of probabilities the student did what he is alleged to have done, exclusion will be the outcome.

### **Exercise of discretion**

In considering whether permanent exclusion is the most appropriate sanction, the School will consider:

- The gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the School's Promoting Good Behaviour Policy the effect that the student remaining in the School would have on the education and welfare of other students and staff.
- Nonetheless, in the case of a student found in possession of an offensive weapon, whether there is an intention to use it or not, it is the School's usual policy in this particularly serious matter to issue a permanent exclusion. In line with its statutory duty, these same two tests of appropriateness will form the basis of the deliberations of the Head Teacher/Proprietor, when it meets to consider the School's decision to exclude. If required the Head Teacher shall explain the reasons for the decision and make the appropriate evidence available, such as the student's School record, witness statements and the strategies used by the School to support the student prior to exclusion.

### **Behaviour Outside School**

Students' behaviour outside School on school "business" for example, school trips and journeys, away school sports fixtures or a work experience placement, is subject to the School's Promoting Good Behaviour Policy. Poor behaviour in these circumstances will be dealt with as if it had taken place in School. For behaviour outside School but not on school business this policy will still have effect if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole. If students' behaviour in the immediate vicinity of the School or on a journey to and from school is poor and meets the School criteria for exclusion, then the School may decide to exclude. I.e. school behaviour policy will be followed.

### **Drug Related Exclusions**

In the best interest of the pupils the Head Teacher may exclude permanently any pupil who is involved in drug-related offence either in the school or outside the School.

## **Extrimism-Terrorism Related Exclusions**

In the best interest of the pupils the Head Teacher will exclude permanently any pupil who is involved in Extremism-Terrormism related offence either in the school or outside the School, appropriate authority will be informed, and will be refer to channel programme immidiately.

### **Record Keeping**

The School keeps a variety of records of misbehaviour. For minor incidents/misbehaviour records are kept by admin, which is checked regularly by the Head Teacher. The Head teacher keeps a record of fixed-term and permanent exclusions. This record is available to the school Proprietor and to the Inspectorate, on request. If the excluded pupil is of compulsory school age, I may be that the local authority will request information.

### **Monitoring and Review**

The Head teacher is responsible for monitoring the rate of fixed-term and permanent exclusion, for ensuring that the policy and procedures are followed and for the regular review of the policy and procedures. The Head teacher will report on any suspensions and exclusions of pupils annually to the Proprietor.

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_

Name: \_\_\_\_\_ Position: Headteacher

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_

Name: \_\_\_\_\_ Position: Proprietor