



## **Behaviour Policy**

**2024 - 2025**

## Behaviour Policy

At Darul Hadis Latifah Northwest, we always try to promote positive behaviour for our students and that is what the Prophet Muhammad (PBUH) explained and acted on. We always encourage our students to respect everyone despite age, colour, race, faith or gender. We always remind them to behave well in and out of school and follow in the footsteps of the Prophet Muhammad (PBUH). We have lots of rewards for the well behaved pupils.

### Reward System:

#### Reward meal

- **Weekly reward Meal:** Students with no detention during the week are allowed to order take away food on Fridays and can enjoy food at school with their friends and the teachers. (Students should pay for their own meals)
- **Head Teacher's meal:** Students with **100% attendance or no detentions** for the term are invited to attend a meal at a local halal restaurant (with the Head Teacher/Deputy Head) and the school will pay the bill.
- Students who achieve their fixed target regarding spiritual development will be eligible for free reward meal.

#### Reward trip

- Students with minimum of 90% (eventually 95%) attendance will be invited to the reward trip at the end of each term.
- Students with a maximum of 10 detentions or over will be invited to the reward trip at the end of each term.
- Occasionally schools arrange Umrah trip and students who are not suspended are invited (parents/guardian pay for the trip).

#### Student of the week

- Student of the week is re-introduced, where the house tutor will choose one pupil from each year group every week (depending on behaviour / effort / participation / excellent work / team work etc.) or the highest house points achiever will be rewarded.
- Students of the week will be given the opportunity to have a break to play indoor games in room 3 which will be set and monitored by the class prefect (school councillors) and observed by the Head or Deputy head boy.
- All year groups will have a selected day of the week to play indoors games in room 3. (Monday- Year 11, Tuesday – Year 10, Wednesday – Year 9, Thursday – Year 8 and Friday Year- 7)
- Games on offer are: snooker, table tennis, snakes and ladders, PS4 etc.
- It is the responsibility of the school council to set up and tidy the games room every day without damaging anything.

## House points

- DHLNW has got four different houses (Abu Bakr House / Umar House / `Uthman House / Ali House) for all year groups. All houses will have students from different year groups
- School issues house points for good work and positive behaviour
- House points will be awarded to pupils in lessons, break and lunch time (house points are awarded for good behaviour / effort / participation / excellent work / team work etc.
- House points are recorded on the Darul Hadis Latifah Northwest Portal system for each student and are automatically added towards the total for each respective house
- The house with the most points in a term will receive a discount towards the end of term reward trip, and the house with the highest house points at the end of the year receives the house trophy and all students of the winning house will receive a winning medal.
- Pupils are also rewarded individually for their personal house points. They receive a £2 tuckshop voucher for each 100 points. If any student has received 1000 points in one term (which is possible), he will receive £20 tuck shop voucher.
- There is a house meeting every Thursday where the house tutor will talk and update all the members about their individual and total house points, detention and behaviour expectation.
- The house tutors are expected to motivate students in their house to behave really well to achieve highest house point in each term

## DHLNW student of the year

- DHLNW always strives to reward pupils in many ways to promote good behaviour. With the house points system students not only receive a tuck shop voucher, discounted reward trips, house trophy or medals but they also get an opportunity to be the students of the year. As a recognition of the student of the year, they receive a certificate with achievement award.
- Student with the highest total house points in the school will become the students of the year.
- Student of the year will have the opportunity to go the end of year trip free of cost.

## Student Council:

- DHLNW tries to make its students ready for all the aspects of their life. Students council is the students voice and they are always encouraged to have their say and behave democratically.

- Every fortnight the student Council will have a meeting and the summary of the meeting will be passed on to staff meeting for the final decision to be made.
- The prefects of the class are the member of student council. It is always led by Head or Deputy Head boy and chaired by the behaviour manager or by a dedicated member of staff.
- All prefects including the head and deputy head boy will be helping teachers and the behaviour manager to promote good behaviour everywhere in the school.
- School Council members receive a free reward meal from tuckshop at the end of every half term.

### **Behaviour expectation**

#### **Form Time Expectations:**

Pupils are expected to follow these rules for good behaviour and to meet the school expectation: The following should be taken into account

1. All students must come to school by 8.25am (Latest)
2. Lateness to school before registration closing time (08.26 am) without a call from parents results in a 30 minutes' detention on the day and parents will be informed by a text message. (The following reasons are not acceptable: Waking up late, traffic issues, siblings drop off etc.)[see attendance policy]
3. Attending late after registration (8:40am) without a proper reason (GP/dentist/hospital appointments) will cause a 60 minutes' detention after school on the day and parents will be informed by a text message. For all appointments prof must be provided.
4. If a student is late 2 or more times in a week a meeting will be put in place with the students parent/ guardian to discuss it further.
5. Uniform is very important for a school and DHLNW is not an exception. So, all the students must arrive at the school with the correct uniform.
6. Any students found with the incorrect uniform and/or haircut will be sent home to change it or given 30 minutes detention on the day.
7. As soon as students arrive at school, they must head straight to their form room and start reciting the Holy Quran (Surah Fatiha, Yasin, Ar Rahman, Waqia, Mulk, and on Friday first 10 and last 10 ayats of Surah Kahf).
8. All students have to come to school with ablution (Wudhu). If they come without wudu, form tutor will allow maximum of 5 minutes to make their wudhu. However, if they take longer than that, it will be considered as late in registration time which will result 30 minutes' detention after school.
9. Before they start reading the Quran, they have to place their planner, 3 black or blue pens, red pen, ruler, pencil, eraser, sharpener, calculator, math equipment box, USB, pocket tissue, tasbeeh counter, Miswak (tooth stick) on the table to be inspected by the form tutor. All students' planners must be signed by their parents/guardian.
10. If any equipment is missing, they should buy it before the form time from room 1 (MLA). However, if the planner is 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 30 minute after school detention on the following day.

### **Quite Zone:**

- All the areas of the school are considered as quite zones other than playground (during the break time).
- Students must remain silent in and out of the classrooms at all times except their break. They are not allowed to talk or speak without permission.

### **Classroom Expectation:**

- Students must stand in a straight line outside of the classrooms (where possible) and remain quite until they are called to enter the class.
- Students should come in to the class quietly and enter with the Islamic Greeting (may peace be upon you) and stand behind the chairs. They must be ready for learning with correct equipment and uniform.
- 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 30 minutes detention for the 1<sup>st</sup> instance and one hour for the 2<sup>nd</sup> instance. These detentions will take place for the same or following day. It is the responsibility of the students to record the detention in their planner and inform their parents/guardian.
- If any student continues to break the rules, he should be sent out of the classroom for 5 minutes (maximum). After getting him back to the class, if the student fails to rectify his behaviour, he should be sent to an alternative room with work accompanied with a class prefect
- If any student has got sent out the class for the second time they will report to the behaviour manager to be put on report.

### **Pupils must.**

- arrive on time for every lesson
- stay seated unless the teacher has given permission to move around
- listen carefully when the teacher is talking
- listen carefully when other pupils are discussing any work
- use all equipment appropriately and safely (including ICT / Science equipment)
- put their hands up and wait for the teacher's permission to speak, if they have a question or they are answering a question
- work quietly and not disturb others
- be kind with their words and actions

- respect school's and personal property
- not talk when the teacher is talking
- keep the classrooms tidy
- not have or bring chewing gum into school as it is banned (if found students will be fined £50)
- not eat or drink in the classroom
- not bring or use mobile phones, lasers, MP3/MP4/PSP/DS in the school (if brought in, the device will be confiscated according to school policy)
- not bring any toys, novelty stationery and disruptive items/gadgets or else it will be confiscated and may be disposed off
- follow staff instructions at the first time of asking.
- At the end of the lesson, all students must stand behind their chairs and pick up the litter from the floor (if there is any). Students must exit the room in a single file quietly.

### **Staff responsibility:**

All staff to 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 expectation for good behaviour in accordance with the school policy

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

1. Missing playtimes
2. Afterschool detentions
3. Going on report for a specified length of time
4. Signing a home school contract
5. Contacting parents.
6. Extra works to copy from a book.
7. Isolation
8. Suspension
9. Permanent exclusion

Students should be given the opportunity to discuss their poor behaviour or consequences of their action and where possible any reparations.

### **Homework Expectations**

1. When homework is given, it must be completed within the deadline. However, if a student does not complete the homework, he should be given a chance to finish it

during break time; further failure will receive 30 minutes detention after school for the following day.

2. According to the teacher's record if a student does not do the homework every week, his parents must be contacted and he may have to stay behind until the homework is completed.

### **Lesson Exchange Expectations**

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

1. No talking
2. No speaking
3. No screaming
4. No fighting
5. No eating
6. No drinking
7. No pushing
8. No foul language
9. No slang words
10. 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 the form room but only after an announcement from a member of staff. All litters must be thrown in the bin. Everyone must make sure that, there is...
2. No littering
3. No touching
4. No pushing
5. No foul language
6. No street language (slang)
7. No water game (throwing water on each other)
8. No fighting
9. No chasing
10. No hat games (taking someone's hat and throwing away or hiding)
11. 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 compliance) failure to form a straight line will result in a 5-10 minutes after school detention on the day for the whole class or the individual (depending on the situation).

### **Prayer time Expectations**

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1. Students must be in the mosque before 1:15 Monday to Thursdays and before 1.20pm on Fridays (Timings may differ). 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 perpetrators they have to copy 2 pages' worth of extra work (copying from a dictionary/ book). If they receive a tick mark for doing anything wrong again, they will be given 2 more pages' worth of work for each tick mark.

When incidents of unacceptable behaviour are reported, staff should ensure that, 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.

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

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

### **Detention Expectations:**

Any students receiving any after school detention will be doing some extra work during the detention time. Teachers can give the extra work to the student to finish during detention or the detention duty staff can give the extra work to the students.

1. For 20 minutes detention: one-page worth of the work (1 side)
2. For 30 minutes detention: both sides of the page worth of work.
3. For one-hour detention: both sides of 2 pages worth of work.
4. If they finish early, they will remain seated till the time is over.
5. If they cannot finish their extra work, they will take it home to finish and return it to the behaviour manager on the following day.

### **Report Card**

Darul Hadis Latifah Northwest does not want to see any student on the Behaviour report card. However, to ensure students are progressing and behaving appropriately in and around the school, we have introduced a report card system.



## **When is it issued?**

- If anyone gets two or more detentions during the week, he will be given a GREEN report card for the following week.
- If the student still keeps getting detentions or receives a bad comment from any teachers in any lessons, he will be given YELLOW report Card.
- If the student still keeps getting detentions or continues to receive bad comments from any teachers in any lessons, he will be given a RED report Card.
- If the student still keeps getting detentions or continues to receive bad comments from any teachers in any lessons, he will be given a 2<sup>nd</sup> RED report Card and Parents will be called for a meeting to discuss his behaviour.
- If the student still keeps getting detentions or continues to receive bad comments from any teachers in any lessons, he will be kept in isolation for minimum one or two days.
- If the student keeps distracting others and it spoils others' valuable learning time, he might be considered for a fixed term suspension or exclusion depending on the situation. However, the school will always try to resolve the issue before any suspensions are issued.
- Once a student is on the RED report card, and does not get any detentions or bad comments from any teachers in any lessons, he will be put on a WHITE report card to observe for a week.

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

- Students will be given the report card on Monday morning unless they are absent.
- 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 teacher will write a brief comment on the behaviour of the student with their signature.
- The report card must be kept safe at all times by the student.
- Students must behave well in and out of all lessons.
- If any of the comment boxes for any lesson is empty (not signed by teachers), this will be considered / presumed as a bad comment.
- At the end of the day students must see the behaviour manager and get the report card checked and signed.
- When students return home from school, they must show the report card to their parents who must check and sign. They may want to comment on the parent section 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 extra work to copy from a book.
- On the yellow report card, students will get 3 pages worth of extra work to copy from a book.
- On the 1<sup>st</sup> red report card, students will get 4 pages worth of extra work to copy from a book.

- On the 2<sup>nd</sup> red report card students will get 5 pages worth of extra work to copy from a book.
- On the white report card the student will be given the work according to the red report card he was on. i.e. If the student was on the 1<sup>st</sup> red card, he will get 4 pages worth of extra work. However, if the student was on the 2<sup>nd</sup> red report card, he will be given 5 pages worth of extra work.
- If the student does not see the behaviour manager or the authorised person and does not get it signed on the day, he will get a minimum of 6 pages and maximum of 10 pages worth of extra 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, he will get minimum of 6 pages and maximum of 10 pages worth of extra 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.

### **Isolation/ Focused Room:**

- If any student fails to concentrate in the lesson or refuses to behave according to classroom rules, he will be sent to the focused room or to the isolation room.
- If any student does not complete his extra work (lines) on time, the work will double, and the student will be given one or two more days to finish. However, if the student still does not complete the work, he will be put in isolation to complete his extra work.
- If any student is refusing to follow the school rules, parents/ guardian of that specific student may be asked to look for a different school for their child due to the 0% tolerance behaviour policy of DHLNW.

### **Incidents/Complaints:**

- If any student has a complaint about another student or a member of staff, he must write a statement with his name, year and date and pass on to the headteacher or the school's behaviour manager.
- If any student is involved in any incident, he must write a statement together with his name, year and date and pass it onto the School's Behaviour manager.
- The Statement is a very important record of incidents or complaints, which must be collected. Teachers or the behaviour manager must collect statements from everyone who is involved including any witnesses. If any student refuses to write a statement, the teacher may ask other witnesses to write one and/or ask SLT to check CCTV recordings to find the real story recorded in real-time and give judgements and consequences accordingly.

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

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

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- 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 other students 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. 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
- Refusing to follow school rules including attending detentions.
- Indecent behaviour
- Damage to property
- Use 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
- Smoking & Vaping
- 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 exclusions are of a fixed term nature and are of short duration (usually between one to 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 has 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. 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

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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 situations 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, including 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.

## **Extremism-Terrorism Related Exclusions**

The Head Teacher will exclude permanently any pupil who is involved in Extremism-Terrorism related offence either in the school or outside the School, appropriate authority will be informed, and will be refer to channel programme immediately.

## **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, it 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: Behaviour Manager

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

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