



## Behaviour Policy

*A believer is a mirror to his brother. A believer is a brother of a believer: he protects him against any danger and guards him from behind."*

*(Related by Al Bukhari in Al Adab Al Mufrad and by Abu Dawood.)*

*The Prophet PBUH said: " None of You truly believes until you wish for your brother what you wish for yourself."*

### ***Our vision***

The madrassah is a happy harmonious learning community where staff and pupils feel safe and secure. Madrassah life is characterised by a calm purposeful environment underpinned by relationships built upon mutual respect. Our expectation is that all pupils and staff will behave in appropriate and socially acceptable ways. Every member of staff has a key role to play in promoting and sustaining the highest standards of behaviour for learning.

### **All pupils will**

- Treat other young people and adults with respect
- Speak politely to other people
- Have self-confidence and high self-esteem
- Aim for 100% attendance and punctuality
- Take care of all madrassah equipment and buildings

### ***Learning to behave***

The madrassah aims to provide a safe, secure, supportive environment where pupils can learn and teachers can teach. There is a direct link between the way young people learn and their behaviour. It is the job of staff at all levels to help and encourage pupils' understanding of socially acceptable and appropriate behaviour.

### **To encourage this, staff will:**

- Model exemplary behaviour
- Treat all pupils and adults with respect
- Speak politely to each other
- Build pupil confidence and self-esteem through positive reinforcement
- Avoid using critical or sarcastic language
- Recognise pupil effort and achievements on a regular basis and celebrate success
- Keep parents informed about success, efforts and achievements

- Use rewards and sanctions effectively and consistently
- Challenge unacceptable behaviour
- Work in partnership with parents through regular contact to help improve behaviour

### **Courtesy**

In speaking and responding to others, all pupils must respect the normal conventions of courtesy, Pupils should therefore:

- Be honest and truthful
- Use appropriate language for the working environment
- Speak politely, pleasantly and with respect to all adults including all members of staff, both teaching and non-teaching, and visitors to the madrassah
  - Speak quietly, politely and pleasantly to other pupils, including those who are exercising responsibility for a madrassah activity or carrying out a duty
  - Address adults by title
  - Observe normal conventions for assemblies, both in madrassah and off-site, including:-
    - Walking quietly between classroom and Jamaat Khana
    - Remaining silent in the Jamaat Khana

### **Consideration and concern for others**

All members of our madrassah must respect the human rights of others and have regard for the well-being and academic progress of fellow pupils.

Pupils should therefore:

- Treat all members of the madrassah community equally, and with care and concern
- Encourage and support other pupils
- Act as positive role models to younger pupils

Pupils should create an environment free from bullying and therefore:

- Avoid insulting, abusive, and hurtful language or images – face to face verbal or written or placed on social networking and message sites/ mobile phones/ camera phones or any other form of technology.
- Must not make racist, sexist or homophobic comments
- Avoid the use of behaviour or body language or teasing which others find intimidating, threatening or hurtful
  - Avoid the use of physical violence of any form
  - Avoid the use of exclusion from friendship groups as a means of intimidation and hurt
  - Avoid any part in the spreading of rumours
  - Avoid behaviour which causes other pupils to under-perform in academic work
  - Avoid behaviour which damages the self-esteem of others

In order to prevent a repeat of the bullying described above, a pupil should report to a member of staff, preferably the Bullying Coordinator, without delay

- The occurrence of any of the above abuses to the pupil
- If the pupil witnesses, the occurrence of any of the above abuses to fellow pupils
- If the pupil notices someone upset

### ***Expectations of behaviour in and around madrassah***

Each member of our Madrassah must behave in a way that allows the pupil and others to work successfully, without disruption, safely and with enjoyment.

#### **General points**

- Any reasonable request from a member of staff should be carried out at once and without argument.
- Rudeness, disrespect or insolence towards members of staff are not acceptable, nor excusable.
- A pupil must observe health and safety rules, as directed by the Madrassah Code of Conduct and by subject-specific and specialist room guidelines.
- A pupil must adhere to the rules governing ICT and mobile phone use, including use of computer hardware and software computer messaging, accessing computer data and posting images on internet sites.
- Eating is not allowed inside the madrassah building, except for the designated area.
- Pupils may drink water at anytime and anywhere in madrassah.
- Chewing gum is **not allowed** in any part of madrassah premises
- Electronic devices are not allowed in madrassah
- A pupil is expected to use breaks and lunch hours for toilet visits, not lesson time, unless the pupil is taken ill suddenly or is suffering from a notified medical condition.

#### ***Health and safety***

All members of our Madrassah must have regard for the health and safety of themselves and others

##### **a) Everyone should be orderly and considerate in moving around madrassah:-**

- Walk on the left along corridors
- Do not run anywhere inside the madrassah building
- Be patient and avoid pushing, particularly on stairs
- Give way to others at doorways, opening the doors to allow others through first
- Hold doors open for those walking behind
- Organise break and lunch time activities safely, using equipment sensibly and fairly
- Line up when required to do so, and in a sensible, fair and well-ordered manner

*Note: All rules regarding Health and safety as stipulated in detail in the separate Health and Safety policy must be adhered to at all times*

##### **b) Pupils should ensure that madrassah always knows their whereabouts. They should:**

- Remain on the madrassah site during the madrassah day unless they have written permission to leave from parents and from the Head teacher / principal
- Always sign out at madrassah office if given permission to leave madrassah during the madrassah day.
- Always sign in at madrassah office if arriving in madrassah after registration

##### **c) Pupils should respect all procedures and rules designed for their safety:**

- Respect and not tamper with safety equipment such as fire-fighting appliances and alarms
- Co-operate in practice evacuation of the madrassah in preparation for any emergency which might arise
- Tie back long/ loose scarves at times when this is a health and safety requirement

### ***Respect for property***

All members of our Madrassah must respect and take responsibility for property — their own property, other people's property and the Madrassah's property.

A pupil should therefore:

- Hand lost property in to the madrassah office
- Avoid bringing valuable property and large sums of money to madrassah
- Carry money in a named purse on the pupil at all times
- Treat all madrassah property — books, furniture, lockers, equipment and buildings — with care and respect
- Report to the madrassah office any damage to madrassah property or graffiti immediately it occurs or as soon as damage is noticed
- Clear up after meals and snacks
- Keep the changing room, locker area, corridors, classrooms and playground tidy and clean
- Avoid putting personal belongings on top of lockers
- Keep books, furniture and buildings free from graffiti
- Put litter in bins
- Take care not to damage displays whilst moving around rooms and corridors

**We regret that the Madrassah cannot take responsibility for the loss or theft of belongings, nor damage to belongings**

### ***Promoting the Madrassah and its Ethos***

All members of our Madrassah must do their best to maintain the highest possible reputation, both for themselves and for the Madrassah

Therefore, pupils should:

- Be aware at all times of the impression they create, ensuring that this impression is positive
  - Dress appropriately for madrassah by wearing the correct uniform, ensuring that it is clean and well-maintained and that it reflects the code of dress. (Please refer to the uniform policy and pupil planner for full details)
  - Adhere to the madrassah code of dress for out of madrassah activities.
  - Behave politely and with consideration for others at all times in madrassah, when acting as a representative of the madrassah in extra-curricular activities and off-site visits, and when travelling to and from madrassah on public transport or the madrassah bus.
  - Behave in a fair manner in all competitive events
  - Welcome visitors to the madrassah in a helpful friendly and respectful manner

### ***Equality Act 2010***

This policy acknowledges the madrassah's legal duties under the Equality Act 2010, in respect of safeguarding and in respect of pupils with special educational needs (SEN)

### ***Rewards and sanctions***

The Madrassah seeks to encourage, recognise and reward positive attitudes, behaviour, attendance and achievement through a system of certification, letters of congratulation, form and individual prizes, trips and activities. (However, if a pupil breaks the Madrassah's Code of Conduct, the pupil must accept the consequences of his/her actions. The following principles underpin the Madrassah's sanctions policy.

- Teachers have statutory authority to discipline pupils whose behaviour is unacceptable, who break madrassah rules or fail to follow a reasonable instruction
- The power also applies to all teaching and non-teaching staff with responsibility for pupils
- Sanctions will be applied fairly and consistently to all pupils.
- Pupils can be disciplined at any time in madrassah or for misbehaviour outside of madrassah, e.g. on madrassah visits, on the way to and from madrassah, on social networking sites, etc.
- Teachers have the legal power to impose detention in and outside of madrassah hours; this is defined as after any madrassah day when the pupil is present, weekends and Inset days; parental consent is not required for detention
- Pupils will be detained for no more than 10 minutes at the end of the madrassah day without prior parental notice
- Parents will be given a minimum of twenty-four hours' notice if the pupil is to be detained after madrassah for up to one hour or at any other time outside of madrassah hours
- Teachers can confiscate pupil property
- The school reserves the right to search pupils (See "Searching, screening and confiscation" policy)

***For full details of the madrassah's reward system and of the sanctions, minor and major, applicable in the case of poor behaviour, please see Appendix 1 "Rewards and Sanctions"***

### **Appendix 1 – Rewards and Sanctions**

#### ***Rewards***

- A pupil may receive a Letter of Commendation for an outstanding piece of work, a consistently outstanding level of effort or a very significant contribution to the Madrassah community.
- All pupils are provided with opportunities to take part in a range of extra-curricular activities, some of which receive certification from awarding bodies external to madrassah
- Pupils participate in a system of merits that acknowledges and praises achievement, effort and good citizenship. Pupils can convert merits for rewards of different values depending on the number of merits achieved (*See pupil planner and Appendix 2 "Rewards" for full details*)

Individual and form reward certificates and prizes are distributed in a special assembly at the end of each term. They are issued for the following achievements:

Behaviour Policy v3 – March 2016

- Year with the highest number of merits per term in Reception to the final year.
- Pupil with the highest and second highest number of merits in each year.
- Year with the lowest number of demerits in Reception to the final year.
- Pupils with 100% attendance per term
- Pupils with 100% attendance for the whole year will receive an award at End of Year Celebrations (Jalsa).
- Pupils with no demerits in the whole year
- Head teacher / principal award presented to one pupil in each year group per term, for various reasons

### **Sanctions**

If a pupil breaks the Madrassah's Code of Conduct, the pupil must accept the consequences of his/her actions. Sanctions will be applied fairly and consistently to all pupils. For single and minor misdemeanours, such sanctions might include repositioning the pupil within the class, setting additional subject-related work, subject detention after madrassah or giving tasks useful to the madrassah community after or during break time. Demerits are given for infringements such as failure to hand homework in on time, arriving late to madrassah/lessons, talking at inappropriate times in class, forgetting equipment, etc. These are listed in detail in the pupil planner. (See Appendix 3 "Sanctions") If a pupil received five demerits the pupil is required to attend an after madrassah detention from 7.15pm

More rarely, a higher level of sanction will be necessary for a persistent problem or for a serious misdemeanour. In this case, the Head teacher / principal will impose the sanction and will inform the parent.

Such sanctions include:

- Daily monitoring report card
- Suspension from specific lessons
- Internal exclusion
- Pupil contract
- Suspension from madrassah for a specified number of days
- Permanent exclusion

### **Exclusion from madrassah**

- Fixed term exclusion from madrassah will be used as a sanction where serious breaches of the behaviour policy take place
- Permanent exclusion will be considered for the following:
  - Use of or possession of weapons or other illegal substances (see "Searching, screening and confiscation policy for list of prohibited items)
  - Drug dealing
  - Serious threats of and actual violence
  - Bullying
  - Persistent and serious breaches of the school behaviour policy
  - Where the school believe that a pupil's presence in the school represents a serious threat to others

- o Use of inappropriate language or serious misbehaviour towards a staff member or visitors to school
- o Theft
- o Truancy

### ***Detention Procedure***

If it is felt necessary to place a pupil in formal detention after madrassah, parents will be notified in writing at least 24 hours in advance. Notification will normally be by the pupil email, but may be sent using the public postal system, or by text message. After-madrassah detentions are normally held once a week and parents are asked to make appropriate transport arrangements for their child to travel home. If a pupil is absent on the day of a detention, the detention will be rearranged. If the pupil is in madrassah but fails to attend a notified detention, it will be rearranged and doubled, so that the pupil will have to attend on two separate occasions. Formal detentions will be noted in a pupil's individual madrassah record and may appear on their report.

### **Appendix 2**

#### **REWARDS**

The Madrassah seeks to encourage, recognise and reward positive attitudes, behaviour, attendance and achievement by pupils through a system of merits, certification, letters of congratulation, and form/individual prizes.

| <b>IF YOU DO THIS ....</b>  | <b>.... THIS WILL HAPPEN</b>          |
|---|---------------------------------------|
| Outstanding piece of work   | Certificate or Letter of Commendation |
| Outstanding level of effort   | Certificate or Letter of Commendation |
| Everyday achievement  | Merit or Stars                        |
| Good Effort   | Merit or Stars                        |
| Good attitude   | Merit or Stars                        |
| Being helpful   | Merit or Stars                        |
| Year with the highest number of merits per term in Reception to the final year. | End of Term Awards                    |
| Pupil with the highest and  |                                       |

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| second highest number of merits in each year.   | End of Term Awards                              |
| Year with the lowest number of demerits in Reception to the final year.                                   | End of Term Awards                              |
| Pupils with 100% attendance per term  | End of Term Awards                              |
| Pupils with 100% attendance for the whole year will receive an award at End of Year Celebrations (Jalsa). | End of Term Awards                              |
| Pupils with no demerits in the whole year   | Certificate                                     |
| Pupil in each year group per term, for various reasons  | Head teacher / principal award presented to one |

### Appendix 3 SANCTIONS

We expect all of our pupils to behave in an exemplary manner at all times, responding to all instructions given by staff immediately and without argument, and showing respect and courtesy in their dealings with every other member of the madrassah community and to members of the public. If you do not follow the madrassah rules, sanctions will be applied as laid out below:

| IF YOU DO THIS ... | ... THIS WILL HAPPEN |
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| <p>Arrive late to registration or lessons</p> <p>Forget books or equipment</p> <p>Forget homework</p> | <p><i>Per term:</i></p> <p>First occasion: Verbal warning, plus note in homework / communication diary.</p> <p>Further occasions Demerit and note in homework / communication diary.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>● <i>If you forget books or homework more than three times, the office will inform your parents and the Head teacher / principal</i></li> </ul> |
| <p>Copy homework</p>  | <p>Demerit. Note in homework / communication diary. Homework must be redone.</p>  |
| <p>Allow others to copy your homework</p>   | <p>Demerit. Note in homework / communication diary.</p>   |
| <p>Do homework for a different subject in a lesson</p>  | <p>Demerit. Note in homework / communication diary.</p> <p><i>The homework will be confiscated and the teacher concerned will be informed – the homework must be completed again in your own time</i></p>   |
| <p>Disruptive talking in lessons after having been warned</p>   | <p>Demerit</p> <p><i>Further action might be taken if talking persists</i></p>  |
| <p><b>IF YOU DO THIS ...</b></p>  | <p><b>... THIS WILL HAPPEN</b></p>  |
| <p>Pass notes</p>   | <p>Demerit and note in homework / communication diary.</p> <p><i>Note will be confiscated and may be shown to Head teacher or parents.</i></p>  |
| <p>Graffiti in books/homework diary</p>   | <p>First occasion: Warning. You will be asked to cover diary if graffiti is on cover.</p> <p>Subsequent occasions: Demerit, then detention if repeated.</p> <p><i>(Note: If the graffiti is excessive the diary will be confiscated and your parents will be informed. You will have to buy a new homework / communication diary.)</i></p>  |

|   |   |                         |                       |            |             |                  |                           |                     |  |
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| Graffiti on walls, tables, madrassah property                                     | You must clean the graffiti.<br>One to five demerits depending on extent/type of graffiti.  |                         |                       |            |             |                  |                           |                     |  |
| Cancel demerits   | Detention   |                         |                       |            |             |                  |                           |                     |  |
| Take a demerit for another pupil  | Detention for both pupils   |                         |                       |            |             |                  |                           |                     |  |
| Add merits  | Detention   |                         |                       |            |             |                  |                           |                     |  |
| Use two homework / communication diaries  | 5 demerits and therefore detention  |                         |                       |            |             |                  |                           |                     |  |
| Lose your homework / communication diary  | You will be given five madrassah days to find the diary or buy a new one. You must ask your Class Teacher for a temporary planner to use during this time. You will get five demerits and therefore a detention if you do not find/replace the diary within five days.                                  |                         |                       |            |             |                  |                           |                     |  |
| Cheat in exams  | <table border="0"> <tr> <td>Pupil copying/cheating:</td> <td>Other pupil involved:</td> </tr> <tr> <td>0% awarded</td> <td>Letter home</td> </tr> <tr> <td>Letter sent home</td> <td>After madrassah detention</td> </tr> <tr> <td>One day's isolation</td> <td></td> </tr> </table>                    | Pupil copying/cheating: | Other pupil involved: | 0% awarded | Letter home | Letter sent home | After madrassah detention | One day's isolation |  |
| Pupil copying/cheating:   | Other pupil involved:   |                         |                       |            |             |                  |                           |                     |  |
| 0% awarded  | Letter home   |                         |                       |            |             |                  |                           |                     |  |
| Letter sent home  | After madrassah detention   |                         |                       |            |             |                  |                           |                     |  |
| One day's isolation   |   |                         |                       |            |             |                  |                           |                     |  |
| <b>IF YOU DO THIS ...</b>   | <b>... THIS WILL HAPPEN</b>   |                         |                       |            |             |                  |                           |                     |  |
| Wear incorrect uniform:   | <p>You will be asked to rectify the situation by the next day, and will be given a demerit if you do not do so</p> <p>Head teacher will be informed if this is a recurring problem.</p> <p>You might be sent home if there is a big problem with your uniform, e.g. wearing the wrong type of shirt</p> |                         |                       |            |             |                  |                           |                     |  |
| Wear make-up  | Demerit and note in homework / communication diary.<br>You must remove the make-up immediately.   |                         |                       |            |             |                  |                           |                     |  |
| Wear jewellery (other than a watch), including badges, friendship bracelets, etc. | <p>First occasion: Warning. You will be asked remove the item</p> <p>Subsequent occasions: Item will be confiscated for one calendar month</p>  |                         |                       |            |             |                  |                           |                     |  |

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| Use inappropriate language between pupils  | <p>First occasion: Warning.</p> <p>Further occasions: Demerit</p> <p><i>You will be referred to you Head teacher /principal if you are heard using inappropriate language repeatedly, and immediately if the language is abusive.</i></p>   |
| Use inappropriate language towards a member of staff   | Immediate referral to Head teacher / principal  |
| Eat in class/on corridors  | <p>Food/sweets will be confiscated.</p> <p>First occasion: Warning will be issued</p> <p>Subsequent occasions: Demerit. You may also be asked to pick up litter</p> <p><i>Note: you may drink water in madrassah, including in lessons. Water must be in a clear plastic bottle</i></p> |
| Chew gum   | 5 demerits and therefore detention  |
| <b>IF YOU DO THIS ...</b>  | <b>... THIS WILL HAPPEN</b>   |
| Participate in water fight   | 5 demerits and therefore detention  |
| Use a mobile phone in madrassah  | The phone will be confiscated for one calendar month.   |
| Fail to hand in your mobile phone  | <i>The phone must be collected from madrassah by the parents, unless they speak to a member of staff to request that the phone be given back to the pupil</i>   |
| Bring aerosols into madrassah  | Demerit. Aerosol will be permanently confiscated  |
| Bring banned items into school, e.g. knives, blades, weapons, fireworks, matches, alcohol, drugs tobacco related products including electronic cigarettes, stolen items. | <p>Immediate referral to Head teacher /principal.</p> <p>May lead to exclusion depending on the severity of the offence.</p>  |

