



## **Student Behaviour Policy**

## Aims:

- To create an environment that encourages and reinforces good behaviour.
- To clearly define acceptable and unacceptable standards of behaviour.
- To ensure that the school's expectations and strategies are widely known and understood.
- To promote self-esteem, self-discipline and positive relationships.
- To encourage consistency of response to both positive and negative behaviour.
- To promote behaviour that encourages learning and minimise behaviour that prevents learning from taking place.
- To establish good working relationships based on mutual respect to create an atmosphere where the achievement of all is respected and valued.

## **Standards of Behaviour**

In seeking to define acceptable standards of behaviour, we acknowledge that these are goals to be worked towards rather than expectations, which are either fulfilled or not. Thus, the school has a central role in the students' spiritual, moral, social and cultural development just as it does in their academic development. Just as we measure academic achievement in terms of attainment and progress over time towards academic goals, we measure standards of behaviour in terms of students' developing the ability to conform to our behavioural goals and become self-disciplined.

The students bring to school a wide variety of behaviour patterns based on differences in personalities, home values, attitudes and parenting skills. At school we must work towards standards of behaviour based on **the basic principles of honesty, respect for others and self-respect, consideration and responsibility**. It follows that acceptable standards of behaviour are those that reflect these principles.

## **School Ethos**

The School places strong emphasis on Islamic values such as good manners and morals, excellent behaviour, punctuality, strong work ethics, reliability, and respect for fellow students, for staff and parents, and for all human beings.

The school is committed to providing a full and rewarding educational experience to all students. Based on equal opportunities, we will take measures to encourage respect and positive behaviour throughout the school, both in and out of lessons. We believe that all our learners have equal entitlement to education in an environment based on mutual respect.

We want students to learn how to explore, discover, and make a difference. They should not be afraid to make mistakes but should be encouraged to learn from them.

This policy applies:

- Anywhere on the school premises
- During any off-site visit, including regular visits to the local leisure centre & playground (nearby park)

## **PROCEDURES FOR PROMOTING GOOD BEHAVIOUR**

### **Basic principles**

All staff members should ensure that:

- there is mutual respect and understanding between all students and staff
- a balance is achieved between disciplining children and enabling them to express themselves
- they recognise that students who have developmental problems and those who are of high ability may both be disruptive for different reasons; therefore, staff should be aware of divergence of abilities and interest in the classroom, and ensure that all categories of students are engaged in their work
- in their roles of enforcing discipline, recognise the need to maintain a balance between the granting of rewards and the imposing of sanctions to instil a sense of pleasant co-existence; the granting of rewards should always take precedence over the imposition of sanctions to promote good behaviour and attitudes
- rewards may take the form of verbal encouragement, merits, public acclamation of a good deed or piece of work, prizes, reward trips and presentation of certificates
- they understand that sanctions may be imposed by members of staff authorised by the principal, provided that they are reasonable and do not contravene the Equality Act 2010 in respect of disability,

special educational needs, race, religious needs and other human rights, as well as safeguarding requirements

- sanctions may take the form of detention, missing break time, internal and external suspensions, Sunday detention and permanent expulsion
- the decision to punish the student and the punishment itself must be made on the school premises or while the student is under the charge of the member of staff (for example during a school trip)
- they consider whether continuous disruptive behaviour may be the result of any unmet educational or other needs, in which case a multi-agency assessment may be necessary
- in addition to the power to discipline pupils for misbehaviour which occurs in school, staff members may be required to regulate misconduct of pupils outside of school premises and school hours as part of safeguarding and promoting the welfare of pupils “*to such an extent as is reasonable*”. Hence, they may discipline pupils even when they are not at school or under the care and charge of a member of staff. However, the decision to punish must be made on school premises and be in accordance with the school sanction policies.
- they are clear about **what is not permitted**:
  - rewards may not take the form of financial inducements from a member of staff, although the awarding of small amounts of money by the school in general is not prohibited.
  - rewards must not take the form of any intimate form of physical contact with the child under any circumstances; all persons with authority over children must take care to ensure that they are not placed in an intimate position, or in such a position that may be construed in that manner, with a student
  - corporal punishment is not used by any staff under any circumstances; corporal punishment of any type is illegal
  - deprivation of food or drink is not permitted as a form of discipline or control of a child. Similarly, the deliberate withholding of medical or dental treatment is forbidden as a means of punishment or otherwise.
  - sanctions that involve the use of educational activities, such as the writing of an essay, should be avoided as a means of punishment unless they have a degree of relevance to the offence. For example, a child who has failed to submit his homework may be asked to complete his homework during his leisure time as a form of punishment.
  - a student may only be asked to leave the classroom if he is consistently disruptive to, and is hindering the progress and work of, others. However, he should not be left unsupervised and should be sent either to a member of the SLT or to another staff member.

## **REWARDS**

### **Merit System**

Students are assessed and may be rewarded with merits in the following areas:

- Class effort (including behaviour in lessons)
- Homework (including timeliness and quality)
- Effort
- Quality
- Presentation
- Participation

*The top students who attain the highest number of merits at the end of each term may be rewarded with an additional reward, such as a leisure trip or gift vouchers.*

### **Social Character Merit:**

Included in this category are guidelines for classroom cleanliness and personal hygiene, social character and all aspects of school life.

### **Teaching and Learning**

We believe that an appropriately structured curriculum, **well-planned lessons and effective learning** contribute to good behaviour. Thorough planning for the needs of individual students, the active involvement of students in their own learning, and structured feedback all help to avoid the alienation and disaffection which can lie at the root of poor behaviour.

It follows that lessons should have **clear objectives**, understood by all students, and should be differentiated to meet the differing needs of students. **Marking and record** keeping can be used both as a supportive activity, providing feedback to the students on their progress and achievements, and as a signal that the students' efforts are valued and that progress matters.

### **Classroom Management**

Classroom management and teaching methods have an important influence on students' behaviour. The **classroom environment** gives clear messages to the students about the extent to which they and their efforts are valued. Relationships between teacher and student, strategies for encouraging good behaviour,

arrangements of furniture, access to resources and classroom displays all have a bearing on the way students behave.

Therefore, classrooms should be organised to develop independence and personal initiative. Furniture should be arranged to provide an environment conducive to on-task behaviour. Materials and resources should be arranged to aid accessibility and reduce uncertainty and disruption. Displays should help develop self-esteem through demonstrating the value of every individual's contribution, and overall the classroom should provide a welcoming environment.

**Teaching methods** should encourage enthusiasm and active participation for all. Lessons should aim to develop the skills, knowledge and understanding which will enable the students to work and learn in co-operation with others. **Praise** should be used frequently to encourage good behaviour as well as good work. However, staff should take care to praise the behaviour and the achievement, not the child.

**Criticism** should always be constructive and never personal.

#### **REWARD CERTIFICATES:**

Certificates and prizes are awarded monthly, termly & yearly.

##### **Certificates**

- Students who come first in the end of year exams.
- Best performers in each subject.
- Most well-behaved student from each class.
- Most money raised for charity.
- 100% attendance.

##### **Occasional Certificates**

- Students who finish 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in competitions.
- Special recognition for an achievement.

##### **Reward trips**

- The top two students achieving the highest number of merits from each class (each half term)

#### **SANCTIONS**

- All aspects of school life are taken into consideration including curriculum studies and social behaviour.

## **BEHAVIOUR MANAGEMENT PROCEDURE**

In the classroom, teachers must follow the Reminder, Warning & Detention procedure, and not issue detention straight away.

Reminders are issued for:

- Poor attention
- Shouting out
- Low-level disruption
- Interrupting someone who is talking
- Arriving into classroom late

Teachers may move students' seats if deemed necessary.

If a student repeats any of the above after receiving a reminder, a warning is issued. If the offence is committed a third time, or they commit one of the following, they will receive detention.

After reminder is issued, students who argue with the teacher will receive detention straight away.

### **Category 1: 20 mins**

- If student is late to school
- Homework is not done
- Breaking prayer hall or corridor rules
- Arguing with teacher after reminder or warning
- If a student is frequently late for congregational prayers without a valid reason

Detentions can be given on weekends and non-teaching days (non-contact days).

Parental consent is not required for detentions. Also with lunchtime detentions, staff should allow reasonable time for the student to eat, drink and use the toilet.

The School should decide whether the parents ought to be informed of the detention. In many cases, it will not be necessary to do so. It does not matter if making these arrangements is inconvenient for the parent.

### **Category 2: One-hour detention**

- Disrespect and malicious behaviour towards fellow students
- If a student is given 20 minutes detention 3 times for the same reason, it will become one hour thereafter
- Missing detention without a valid reason
- Receiving more than one 20 minute detentions on the same day

### **Category 3: Suspension**

- Fighting, bullying, stealing, disrespect and bad character towards staff, inciting violence
- Making malicious allegations against staff

### **Category 4: Permanent expulsion**

- Smoking, using or possessing drugs, taking or possessing alcohol, possessing pornographic images, using or possessing weapon, arson

## **RESTRAINT**

The purpose of restraining is to safeguard the well-being of students and staff when an incident requires the use of physical intervention.

Staff should not hesitate to act in an emergency provided they follow this guidance; however, they should always satisfy themselves that the action they take would be considered justifiable by a wider audience.

Whilst wishing to resolve serious incidents without the use of physical intervention, we understand that there are some situations in which the use of physical intervention may be the appropriate course of action. Please see the stand-alone 'Physical restraint/positive handling' policy for detailed information about the procedure for using restraint.

## **SEARCHING**



There may be occasions when it becomes necessary to search the students, their belongings or rooms.

1. The people who can carry out any searches are members of SLT. In exceptional circumstances the SLT may authorise others to carry out such a search.
2. This policy would apply on authorised school trips where school rules are in force.
3. Staff are not required to have formal written consent from the student; it is enough for the staff member to ask the student for him to turn out his pockets or if the staff member can look in his locker or bag.
4. Incident reports must be submitted about any such search, listing all the main details.
5. Staff can search students for any item which is banned by the School.
6. If the student refuses to comply, this is not necessarily an admission of guilt; however the matter should be referred to the Headteacher.
7. **Students can also be searched without consent when searching for knives, weapons, alcohol, illegal drugs, pornographic images and stolen items (referred to as prohibited items which must be handed to the police).**
8. The search should always be carried out in the presence of another adult witness.
9. The search may be carried out if a staff member has reasonable grounds to suspect that a student is in possession of a prohibited item.
10. All confiscated items may be retained by the school and either disposed of or given to charity.
11. The School will not take responsibility for any confiscated items that get damaged or stolen.

### **Roles and Responsibilities:**

#### **All staff will:**

Model high standards of behaviour and work at all times

Expect high standards of work and behaviour of students

Follow school procedures at all times.

Reward good behaviour and challenge/take action on poor behaviour

Communicate praise or concern to parents

#### **Form Tutors will:**

Work to create a cohesive group and a positive ethos

Reward positive behaviour and take action to improve poor behaviour

Monitor and give feedback through the referral & reporting systems

Communicate regularly with parents/carers

Communicate with subject staff and others as appropriate

**Head of the department will:**

Ensure staffs follow strategies for effective classroom management

Monitor classroom practice through regular observation

Support teachers in maintaining discipline and following up incidents

Support in the behavioural professional development needs of staff

**The SLT will:**

Be actively involved in managing behaviour

Take action with regard to serious incidents & persistent disruption

Oversee liaison with outside agencies

Identify and provide for staff development needs

Monitor referrals and exclusions

Report key data such as exclusions and referrals to the Governors

**Students will:**

Do their best at all times

Follow School rules and comply with school procedures

Work positively with all adults and each other

Understand what constitutes acceptable and unacceptable standards of behaviour and sign an agreement to this effect

Take an active role in reporting poor behaviour, including bullying of any type

**Parents will:**

Work with the school to encourage respect, and good behaviour

Support the School's policy on rewards and sanctions

Attend meetings with teachers to discuss their child

Report any unacceptable behaviour that comes to their knowledge, including bullying

**Governors will:**

Support rewards and reward ceremonies

Sit on exclusion panels as required

Hold the school to account for the effectiveness of the implementation of this policy

### **MONITORING AND EVALUATION OF THIS POLICY:**

The Principal and Governing Body have a statutory responsibility for school behaviour and discipline.

They ensure that the policy along with other school policies will be available on the school website.

#### Daily and weekly checks

- The administration staff, form tutors and subject teachers will carry out the daily and weekly checks on attendance, behaviour, general welfare and well-being and academic progress that are part of their roles
- They will share information with their colleagues, as appropriate, and alert senior managers to any concern or potentially serious situation
- The administration staff will particularly be vigilant about their monitoring of attendance and punctuality; they will report to the appropriate authorities any student who may be missing education (see child protection and safeguarding policy); they will be vigilant about analysing any pattern of absence that may raise safeguarding concerns

#### Half-termly checks:

- The SLT will check all behaviour logs, including bullying, searches and restraints, and analyse them for the purpose of identifying any deficiencies and further improving systems
- The SLT will give appropriate feedback to relevant staff with follow-up checks to verify that deficiencies are remedied and practices have improved
- The SLT will use its visible presence on the premises to have informal discussions with staff and students and to observe behaviour and its management first hand
- The SLT will ensure that parents and students are duly informed of processes for dealing with behaviour incidents and of the outcomes of investigations

#### Pupils' behaviour for social distancing guidance during Covid -19 Outbreak:

- We expect students to behave well at all times
- Social distancing measures must be maintained throughout the time students are in the school – teachers should be enforcing this all the time

### Annual checks

The Governing Body will review the policy annually and assess its implementation and effectiveness.

This policy will be evaluated annually by the SLT in consultation with staff, students and parents.

**Other Docs:** Behaviour Pathway, Behaviour Code/School Rules, Behaviour Contract, Corridor Rules, Merit System, Anti-bullying policy, Positive handling/Physical restraint policy

**Date Policy Reviewed: 29<sup>th</sup> August 2022**

**Next Review Date: August 2023**

**Responsibility for review: Co-Headteachers / Governing Body**