

Discipline Procedure

'Indeed, I Rasul Allah has been sent to perfect good character.'

Al Hakim

The Prophet of Allah (SAW) himself displayed exceptional character and was himself a manifestation of excellent character to the extent that he was praised by Almighty Allah in the Qur'an.

'And you surely, possess sublime moral excellences.'

Surah Al Qalam : 4

Rewards

Pupils are rewarded for their achievement through a merit; commendation and departmental award system. The termly/annual School Prize Giving assemblies reward examination success for years 7-11 and outstanding achievement of pupils throughout the school.

Merits

The reward system consists of the following:

- Merits are awarded by for both academic excellence and service to the school.
- Bronze, silver, gold and platinum certificates are given at the end of the term and will be awarded when pupils have collected 40, 60, 80, and 100 Merits respectively. All except the Bronze Award carry a prize as well as a certificate. Bronze Awards carry a certificate only.

Guidance

- Pupils should keep a record of merits awarded in their Merit Sheets/Homework Planners.
- Merits should be awarded for excellent work above and beyond that which is normally achieved by a pupil. (In some exceptional circumstances merits can be awarded for good behaviour.)
- Do not award merits for work which is only what is expected.
- Do not award merits for minor acts of community service (carrying bags or opening doors).

- Awarding more than one merit for the same service or piece of work should only be done in exceptional circumstances.

Student of the Term

Members of school staff will be asked to nominate to the head teacher their student of the term with reasons why and the head will then make the final decision. This award is given in end of term assembly.

House/ subject competitions

Certificates and other gifts will be given for house/ year competitions during the year.

Other rewards

Parents of pupils whose achievements/ efforts are seen as particularly worthy of noting will receive 'well done' cards in the post and school texts.

The decision to discipline a pupil will be made by members of staff authorised by the head teacher only.

Minor Offences

For minor offences it is our school policy that staff should speak to pupils and encourage them to be more responsible towards their behaviour. In a manner guided by the teachings of the Quran and the guidance of our Prophet (SAW).

Examples of minor offences include:

- Being talkative in lessons to the extent that work is being compromised and others are being disrupted from learning.
- An attitude to learning that initially prevents the pupil from reaching their full potential.
- Homework not completed in the first instance.
- Lack of equipment or text books in the first instance.

Some offences cannot be classed as a minor offence therefore cannot carry a verbal warning. These include:

- Rudeness
- Repeated acts of the examples given above

Extra work-

In some cases, it is appropriate for staff to provide pupils with an exercise that will allow them to reflect on their behaviour with a particular emphasis on what is expected of a person's behaviour according to the guidance given to us in the Holy Qur'an and Sunnah.

Pupils should be carefully guided to explore in depth the reasons this guidance has been given and this should be followed by the setting of targets to avoid a repeat of the behaviour occurring again. Importantly, what the pupil needs to do to achieve these targets must be addressed.

Case Study

A pupil uses inappropriate language

Day 1:

Staff set the following task:

How does Allah want us to use our tongue?

Time given:

Three days to allow pupils to research.

Day 5:

Discussion focus

Pupil and staff meet to discuss the written text and set targets in the homework diary including the need to seek forgiveness for the disobedience of Allah's guidance.

Targets set:

To teach another pupil a hadith of the Prophet Muhammad (SAW)

By

The end of the week

Resources needed

Nawawi's forty hadith

Success criteria

Pupil report back to the staff that there have been improvements in using language to appropriate means

Make-up policy

Our school operates a no make-up policy. Pupils will be asked to wash off any make up seen except for nails. Our school does NOT allow nail varnish, nail extensions or long nails. Where

pupils wear nail varnish or nail extensions, a one day suspension will apply. This may operate on the day of the offence. Isolation will be allocated for pupils not returning home.

Pupils who have long nails should be sent to the school office and pupils will be expected to clip their nails when told to do so.

Continued Unacceptable Behaviour

Pupils who consistently fall below our expectation of good behaviour may be asked to stay at home and can return only accompanied with parents where discussion between all parties concerned will take place before the individual concerned can return to the classroom. This will be accomplished, where possible, within 48 hours.

This may require pupils to be put on a School Behaviour report in which behaviour will be closely monitored.

A letter which confirms the outcomes of that meeting will be sent home to parents.

Reports

Reports are provided for pupils for a weekly or fortnightly review of behaviour.

All report must be signed by parents at the end of the day. If the report period has been unsatisfactory, parents will be contacted to meet with the school again before the next report stage will come into force.

The Welfare Officer will review reports daily.

Copies of the reports will be kept on file.

Report Stage	Report colour	Concern strength
1	White	Minor offence
2	Yellow	Serious offence
3	Red	Danger

Reports are colour coded and denote the stage of review

Isolation

Where it is felt appropriate, individual pupils maybe separated from their class for the duration of one day. Parents will be informed of this sanction via a telephone call. Pupils will register as normal and then will work in isolation using work provided by their subject teachers for that day. Isolation will take place in the first aid room or the reception area for a period of one day only. Pupils will have break and lunch indoors and will be allowed to use the bathroom whenever needed, however provision for lunch and break must be made by the individual pupil. The pupil cannot partake in any special events that are scheduled during this time.

Classroom Monitoring

Where a group of pupils demonstrated an isolated incident of poor behaviour coming into or in a lesson, pupils will be informed they have violated the school code of conduct and a lunchtime detention of 15 mins will be issued.

Pupils however be given the opportunity to work off the detention during the lesson.

Lunchtime detentions take place in the salah hall from 12.40 -12.55 and will supervised by Mrs Varachia and Mrs Khadija.

Staff should notify Mrs Khadija of the number of pupils who will be attending the detention at the end of the lesson via text message. Only pupils who have disrupted the lesson should be sanctioned. Pupils are to be informed that the decision for detention is final and cannot be discussed.

Teachers are reminded that where there are classroom challenges, there will be pupils within the classroom who follow the school's behavior policy and those should not be reprimanded.

Severe Offences

Severe offences will result in discussion with parents, the pupil concerned, the behaviour and Welfare Officer and/or the head teacher. The school reserves the right to determine fixed term exclusion before discussions with parents take place.

The school will not tolerate any discrimination against pupils with protected characteristics. The school holds power to discipline pupils beyond the school gate.

Bullying outside school premises

Teachers have the power to discipline pupils for misbehaving outside the school premises "to such an extent as is reasonable". This can relate to any bullying incidents occurring anywhere off the school premises, such as on school or public transport, outside the local shops, or in a town or village centre.

Where bullying outside school is reported to school staff, it should be investigated and

acted on. The head teacher should also consider whether it is appropriate to notify the police or anti-social behaviour coordinator in their local authority of the action taken against a pupil. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police should always be informed.

In all cases of misbehaviour or bullying the teacher can only discipline the pupil on school premises or elsewhere when the pupil is under the lawful control of the staff member. More detailed advice on teachers' powers to discipline, including their power to punish pupils for misbehaviour that occurs outside school, is included in 'Behaviour and Discipline in schools – advice for head teachers and school staff'

One of the following will be applied:

1. Fixed term exclusion for 1 day
2. Fixed term exclusion for 3 day
3. Fixed term exclusion for 5 days
4. Expulsion, where there has been very serious breaches of the school's disciplinary code.

For 1-3, the head teacher may also request pupils to carry out other duties, e.g. a letter of apology.

Sanctions should be applied fairly and consistently to all pupils, taking account of all circumstances including the pupil's age, and within a context of positive re-enforcement of good behaviour.

Sanctions are applied for breaches of the school Code of Conduct. Sanctions that are humiliating or degrading will not be used.

Types of Penalties:

- Verbal warnings
- Report
- Internal exclusion
- Fixed term exclusion
- Permanent exclusion

Others may apply at the discretion of the head teacher which may include one or more of the following:

- Picking up litter in the playground
- Tidying a classroom
- Help clear the dining hall after lunch

- Removing graffiti

Pupils will be given time to have a 'cooling down' period where it is felt necessary before pupils will be asked record information or they are questioned about an incident from a member of staff.

We operate a consequence policy when pupils do not follow the school code of conduct.

STAGE 2		STAGE 2+		STAGE 3		STAGE 3+		STAGE 4	
Minor				Major					
Disrespect of People or Property				Malicious Behaviour & Refusals		Anti-Social Behaviour		Aggressive, Violent & Threatening Behaviour	
Actions				Actions				Actions	
For example: <ul style="list-style-type: none"> • Persistent stage 1 behaviour • Talking in assembly • Minor deliberate damage to another child's or school property • Disrespectful dialogue about another child or adult • Making fun of another child / deliberately causing distress or harm • Misuse of classroom equipment • Throwing objects in the classroom • Misuse of school property 		For example: <ul style="list-style-type: none"> • Persistent stage 2 behaviour • Talking during Salah • Refusal to follow instructions (after a warning) • Aggressive behaviour towards peers. 		For example: <ul style="list-style-type: none"> • Persistent stage 2 behaviour • Malicious poking, prodding • Spreading hurtful rumours about another child • Lying to get another person in trouble • Disrespectful language to another child or adult • Verbal threats of violence • Deliberately targeting another child • • Play fighting • Use of poor vocabulary 		For example: <ul style="list-style-type: none"> • Persistent stage 3 behaviour • Verbal abuse • Significant, deliberate damage to another pupil's or school property • Stealing • Leaving the learning environment without permission 		For example: <ul style="list-style-type: none"> • Persistent stage 3+ behaviour • Physical violence • Leaving the school premises without permission • Vandalism • Throwing furniture • Deliberately throwing objects at another person or property • Actions which affect the health and safety, welfare and learning of members of the school community 	
Consequences		Consequences		Consequences		Consequences		Consequences	
One or more of these will apply: <ul style="list-style-type: none"> • Reflection exercise • Case study • Letter of apology • A call home • Behaviour to be monitored 		One or more of these will apply: <ul style="list-style-type: none"> • Time out 45 minutes- (loss of 1 lunch time – with Mrs Sophia Sarwar) • Reflection exercise and case study • A call home • Report 		One or more of these will apply: <ul style="list-style-type: none"> • Reflection exercise • Case study • Apology letter. • A call home • Isolation 		<ul style="list-style-type: none"> • Internal isolation (1 day) - reflection sheet and case study • Behaviour contract 1 week • Suspension 		<ul style="list-style-type: none"> • Fixed term or permanent exclusion 	

Pupils conduct outside the school gates

Staff have the power to discipline pupils for misbehaving outside of the school premises:

- Taking part in any school-organised or school related activity or
- Traveling to or from school or
- Wearing school uniform or
- In some other way identifiable as a pupil at the school.

Or misbehaviour at any time, whether or not the conditions above apply, that:

- Could have repercussions for the orderly running of the school or
- Poses a threat to another pupil or member of the public or
- Could adversely affect the reputation of the school.

Extremism

All staff will be vigilant for any signs of extremism or vulnerability to being exposed to extremism.

Where there are concerns Mrs Khadija will be notified and a written statement will be written on the "Concerns about a child's safety in school" form.

Each case will be looked at individually and depending on the incident appropriate steps will be taken. In extreme cases a referral to Channel will be made, in some cases where it is felt it can be monitored in school a meeting with the parents will take place where the concern will be discussed and appropriate action will be taken depending on the outcome of the meeting.

Confiscated Items

The general power to discipline enables a member of staff to confiscate, retain or dispose of a pupil's property as a punishment, so long as it is reasonable in the circumstances.

Where members of staff confiscate items all items must be given to the school office for the attention of the Welfare Officer. Confiscated items will be returned at the end of the term unless it is felt that it has been a repeated offence in that case it will be retained until the end of the academic year. Any item deemed inappropriate will be disposed.

The power to search without consent and the use of force where necessary for "prohibited items" including:

- **Knives and weapons**
- **Alcohol**
- **Illegal drugs**
- **Stolen items**
- **Tobacco and cigarette papers**
- **Fireworks**
- **Pornographic images**

- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property;

The power to search without consent but NOT the use of force for the following items:

- Mobiles phones
- iPods
- iPad
- Tablets or any other technical equipment.

In the event of finding weapons and knives and extreme child pornography this will be handed over to the police.

All other items confiscated will be returned in accordance to the policy.

For more details on confiscated items please see Screening and searching policy.

Physical Restraint of Pupils

Staffs are permitted to use reasonable force to control or restrain pupils only in certain circumstances. The school has a policy The Use of Restraint to Control Pupils which must be followed and all such incidents must be reported to the head teacher who will inform relevant members of staff and the Governing Body.

Consistent violation of school code of conduct may lead to a refusal to re-admit to the new academic year.

Parents will be kept duly informed of pupil's behaviour. At parents evening pupils consequences, will be shared.

Code of Conduct

“There is none heavier in the scales of the Hereafter than good character” (al-Tirmizi and Abu Daud)

Positive Behaviour Management

As a school we recognise the importance of a disciplined approach to life in school. Our school cannot enjoy a secure and well-ordered environment without it. We believe in rewarding pupils who are positive towards the school, others and their learning.

Pupils are expected to respect and uphold the faith, values and ethos of the school in their conduct in and around school. Pupils must demonstrate mutual respect and tolerance for all, uphold fundamental British values (including democracy) and reject all forms of discrimination and extremism.

Self-Respect

“The world is beautiful and verdant, and verily Allah, be He exalted, has made you His stewards in it, and He sees how you acquit yourselves.” (Muslim)

- Take care to present yourself, especially concerning uniform, punctuality and good behaviour.
- Take care of your belongings.
- Work hard to do classwork and homework on time.
- Be proud of your achievements
- Independently think things through for yourself.

Respect for others

"Do good to others, surely Allah loves those who do good to others." (Qur'an 2:195)

- Always use language to other pupils and staff that is respectful.
- Move quietly and sensibly about the building.
- Be a good listener.
- Be co-operative and trustworthy.
- Be helpful and welcoming to visitors and people who are new to the school.
- Never bully or act in a way that is unpleasant to others.
- Do not steal, damage or interfere with other people's work or property.
- Be aware of the school's neighbours and the wider community.

Respect for Learning

"Who takes the path hoping for knowledge, Allah makes easy for him the path to Paradise. Verily, the angels lower their wings for the seeker of knowledge out of pleasure of what he is doing. Verily all in the heavens and earth seek forgiveness for

the knowledgeable, even the fish in the water. The excellence of the knowledgeable over the servant is like the excellence of the moon on the night of the full moon over all the planets. Verily, the learned are the heirs of the Prophets, the Prophets do not leave dinar or dirham, but they are inherited in knowledge, and he who takes it takes a great bounty."
(Abu Dawood)

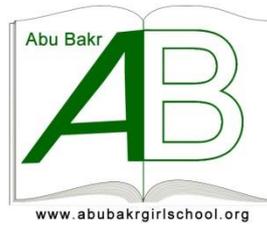
- Arrive on time for school and for all school lessons.
- Begin and end lessons in an orderly way.
- Be well prepared for lessons.
- Be respectful to the feelings of the teacher and of other pupils at all times.
- Make it easy for everyone to learn and for teachers to teach.
- Never have electronic and smart devices including mobile phones, iPods and MP3 players in school.
- Mobile phones are permitted only with permission and they must always be handed into the school office for the school day.
- Do not bring material that is offensive or inappropriate
- Always take permission before leaving the school site for any reason.

Respect for the School Environment

**"...And do not desire corruption in the land. Indeed, Allah does not like corruptors.
(Qur'an 28:77)**

- Take good care of the school and school resources.
- Keep the school a litter- free zone.
- Think about the health and safety of others both on your way to school and in your movements around the school.
- Respect the school building as a place of faith, learning and development

A copy of the school behaviour and sanctions policy is available upon request.



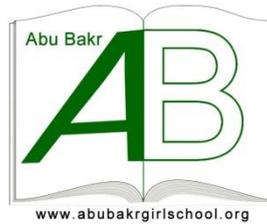
Home School Agreement

School

Insha'Allah the school will do its best to:

- Provide a safe and secure environment that promotes the Islamic sense of identity through all that we do.
- Develop in each pupil Islamic values that instil in them a positive approach to their learning, personal development and a caring attitude towards the school, local, national and international community.
- Support our pupils to uphold the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance to those with different faiths and beliefs.
- Offer a broad and balanced curriculum of the highest quality that meets the needs of every pupil.
- Ensure our teaching is carefully planned so that it meets the specific needs and ability of your daughter.
- Provide an inclusive education that ensures equality of access for all our pupils.
- Encourage the highest expectations of all our pupils so that they can achieve their full potential as a valued member of the school community.
- Ensure that work is assessed regularly and that pupils receive feedback that shows what they have done well and what they need to do next to improve.
- Organise and deliver pupil mentoring, intervention and revision sessions where we feel this is needed to enable your daughter to achieve the best possible outcomes.
- Arrange parent evenings and send reports home which inform you clearly about your daughter's progress.
- Support your daughter to overcome any challenges she may face that hinders learning and personal development.
- Encourage you to become involved in the life of the school.
- Communicate between home and school through text messages, emails, letters, newsletters, website and general meetings.
- Make arrangements to meet with you within a reasonable time if you wish to come into school to discuss any matter.
- Contact you as soon as there are any concerns about your daughter.

Signed on behalf of the school.....
Date.....



Home School Agreement

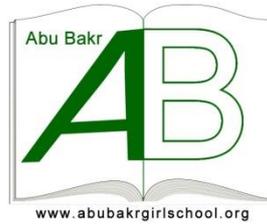
Parents/carers

To help my daughter at school Insha'Allah, I/ we will do my best to:

- Respect the Islamic ethos of the school and work hard to foster it in my daughter's life.
- Promote fundamental British values and reject all forms of radicalisation and extremism.
- Adhere to all school policies and procedures.
- Support the school's efforts by encouraging the best possible standards for my daughter.
- Ensure my daughter attends school every day and arrives on time.
- Ensure my daughter attends all additional sessions, even when arranged beyond the school day, to support their learning.
- Ensure all medical appointments are kept outside school time unless urgent.
- Ensure my daughter arrives to school with the correct equipment and dressed in the school uniform.
- Support the schools' Homework Policy.
- Attend all parent evenings, meetings and events organised by the school.
- Encourage my daughter to take part in all enrichment opportunities provided by the school.
- Contact the school if I have any concerns about my daughter's progress or welfare.

Signed by parent/carer.....

Date.....



Home School Agreement

Pupil

Insha'Allah, I will do my best to:

- Respect the Islamic ethos of the school and work hard to foster it in my life.
- Demonstrate at all times the values held in high regard by our beloved Prophet Muhammad sallallahu alayhi wasallam.
- Promote fundamental British values and reject all forms of radicalisation and extremism.
- Adhere to all school policies and procedures.
- Aim for the best possible standards in my work, both at school and at home.
- Attend school every day and arrive on time.
- Attend all additional sessions, even when these are arranged beyond the school day in order to support my learning.
- Arrive to school with the correct equipment and dressed in the school uniform.
- Take good care of the school environment and the local community.
- Ensure that I use the internet safely so that it does not bring harm to me or to others.
- Talk to somebody if there is something I am not happy about.

Signed by child.....

Date.....

