

Dated August 2016

Islamia Girls School/Brondesbury College "The School"

Behaviour Policy

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1. Overview

- 1.1 As a School, as well as playing a vital role in our student's academic development, we also play a significant role in their social development. Our aim is to create an environment where students may work purposefully, feel secure, happy and confident and where relationships between staff and students and between students themselves are based on Islamic values of mutual respect and tolerance.
- 1.2 Beyond this, we hope to instil in our students a respectful behaviour towards parents, elders, siblings, relatives and the wider society. Where there is a concern in a student's behaviour that is not resolved at the early stages, parental support will be sought in devising a plan of action within this policy, and further disciplinary action will be discussed.
- 1.3 Please note that where there is ambiguity and/or a difference of opinion or interpretation, the Schools decision will be final.

2. Aims

The aim of this policy is to outline the standards expected of students, setting out guidelines and realistic expectations. We believe that a clear policy is fundamental to the students understanding what is expected of them and what the sanctions are for non-compliance.

3. Scope

This policy deals with student's behaviour within School, outside of School in the student's personal time, and through technology (regardless of location).

4. Points to note

- 4.1 The School has a dedicated Discipline Officer. You may ask the School office for the current staff member who holds this post.

- 4.2 At any point, the School may seek a meeting with parents if there is a concern.

5. Key

5.1 Technology and Social Media includes (but is not limited to the following): Blogs, Twitter, Facebook, MySpace, Digg, Whatsapp, Instagram, BBM, Text Messages, Emails, Bebo, Chat Forums, Personal Websites, Professional Networking Sites and Rapid-Fire Communications.

5.2 Parents includes carers and guardians

6. Rewards

6.1 Overall we believe in the importance of encouragement being central for the cultivation of good conduct, self-esteem and self-discipline. While there are sanctions for misbehaviour, we believe that positive reinforcement is more effective to motivate students to conduct themselves in a polite and exemplary manner.

6.1.1 Rewards, recognition and praise must be given at any opportunity where a student displays exemplary behaviour. House Points should be rewarded regularly to students who fit into this category.

6.1.2 School assemblies are a valuable opportunity to publically reward a student.

6.1.3 The Head Teacher, Form Tutors and all staff are requested to bring to the attention of all staff examples of good work and behaviour. At the end of every term students displaying exemplary behaviour will be given a certificate and congratulated with a letter sent home to parents.

6.1.4 Students are encouraged to keep a record of their achievements both in and out of School. Students have the opportunity to partake in many courses and experiences such as Outward Bound, Duke of Edinburgh's Award, LAMDA and various other courses. The School encourages students to participate in as many of experiences as possible which will teach the students

fundamental skills such as leadership, teamwork and confidence which will positively impact the School and their behaviour.

- 6.1.5 In every Form group there is an opportunity for leadership and teamwork. Each Form will elect a Prefect, a member of the Student Council and a Representative from each House.
- 6.1.6 Through positive reinforcement and giving students responsibility across the Form groups, they will be encouraged to look for opportunities to show maturity and care of the School environment.
- 6.1.7 It is vital not to overlook any student who, following being in trouble, has taken significant steps to improve. Such students will be commended publically by their Form Tutor and Head Teacher, and if appropriate, a positive letter sent home.
- 6.1.8 At the end of each year, students will be presented with Certificates for those who have contributed most to the School community over the year.

7. Keeping parents informed

- 7.1. It is vital as a School to have a positive and supportive relationship with parents as they are crucial in maintaining the standards of our School. Where there is a concern with a student’s behaviour, we will follow the above Steps to ensure the student improves. The key person in this process is usually the class teacher or Form Teacher. Early concern may be communicated to the Discipline Officer who will monitor the situation and inform the Head Teacher when necessary.
- 7.2. Beyond this, if a problem persists, parents will be invited to a meeting (Step 5) to discuss the issue. Parental participation is crucial and their involvement will assist the positive outcome of any case of unacceptable behaviour.
- 7.3. This School policy is available online for all students and parents to be fully informed of our rules.
- 7.4. Below is a guideline of the rewards for issues related to good conduct and behaviour.

Level 1	Commendations
Level 2	Varies from: letter/email of appreciation, referencing, logged onto KSM, certificate awarded for each 10 house points collected, Form

	Tutor award
Level 3	Varies from: Badge of honour, tie of honour, positions of responsibility, letter of appreciation, logged onto KSM, parents called, akhlaq award, PO award, Headteacher award, subject award

Please note that requesting a house point from a teacher is seen as being disrespectful and could lead to a student being given a sanction. This does not include students reminding teachers to register their promised house points.

8. Sanctions

Below is a guideline of the sanctions for issues related to conduct and discipline. Not all steps are applicable for all discipline issues. Depending on the issue, some of the following Steps may be missed.

Step 1	Warning to be logged onto KSM
Step 2	Detention: 15 minute same day detention to be monitored by the teacher who issued it. To be logged onto KSM. One house point deducted.
Step 3	Detention: One hour after School with the Discipline officer. To be logged by the teacher who issued it onto KSM. Three house points deducted.
Step 4	Form Tutor Report: the student will be placed on Report for 4 weeks. To be logged onto KSM (See Appendix 1)
Step 5	Meeting: with parents / report to LEA (when applicable). To be logged onto KSM.
Step 6	Suspension: ranging from internal for a day up to 2 days external, meeting with parents via phone or face to face. To be logged onto KSM and in the student's Homework Diary.
Step 7	Suspension: external for a week. To be logged onto KSM and in the student's Homework Diary. Meeting: further meeting with parents and final warning.
Step 8	Exclusion: permanent (expulsion). Student to be removed from

	the register and LEA to be informed.
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9. Students behaviour in the School

Students are expected to take full responsibility for their own behaviour.

This policy sets out clear guidelines of the level of good behaviour:

Level 1 good behaviour – these carry a Step 1 reward		
Demonstration of respect for teachers and other adults (eg. Opening doors, help in carrying items)	Consistently arriving to School, assemblies and lessons on time	Excellent presentation
Being seen to pick up litter	Positive contribution to lesson	Arriving to the masjid early and being in the first line consistently
Demonstrating excellent team work and brotherhood/sisterhood	Sharing some Islamic knowledge	Making excellent effort (in C/W, H/W, project, any aspect of School life)
Encouraging others towards good akhlaq/manners through example and wisdom	Meeting Deadlines	Excellent quality (in C/W, H/W, project, any aspect of School life)
Being seen to give salaam consistently	Helping another student	Being early and staying quiet in the masjid (review every half term)

Level 2 good behaviour – these carry anything listed on the Step 2 rewards		
Volunteering around the School	Mentoring another student	10 house points

100% attendance and punctuality for a term	Forbidding evil – reporting bullying, reporting un-Islamic behaviour e.g. swearing	Consistent good behaviour (per term)
Consistent immaculate uniform (per term)	75 commendations = Form Tutor award	

Level 3 good behaviour – these carry anything listed on the Step 3 rewards		
Being selected as a prefect	2 nominations or more for akhlaq awards	Student of the month
100% attendance and punctuality for the year	Outstanding akhlaq throughout the year	Best student in a particular subject throughout the year
Most improved student in a particular subject	Obtaining the highest number of commendations in the year group	150 commendations = Deputy Headteacher Award/PO Award
250 commendations = Headteacher Award	Winning a competition for the School	Headteacher Award

This policy also sets out clear guidelines of the level of misdemeanours:

Level 1 misdemeanours – these carry a Step 2 – Step 4 penalty		
Disruption (minor)	Talking in class without permission/chatting	Lateness
Silly behaviour	Insufficient class/homework progress	Calling out/Making noises
Outside class Horseplay (mock fighting)	Unauthorised moving around class	Litter
Incorrect/missing	Rocking on chairs	Shouting

equipments for lesson		
Minor health & Safety issues	Minor un-Islamic behaviour	Rowdy entrance to class
Running in corridors	Lack in concentration	Passing note

Level 2 misdemeanours – these carry a Step 5 and above penalty		
Major un-Islamic behaviour	Mobile phone use	Accessing unauthorised areas
Repeated minor disruption	Non-uniform including P.E kit	Viewing offensive material
Repeated talking	Minor vandalism	Racism/Prejudice
Constant silly behaviour	Unauthorised access to staff computers etc	Chewing gum
Swearing	Happy slapping	Lying
Minor bullying/Fighting	Leaving classroom without permission	Inside class Horseplay (mock fighting)
Talking back	Repeated level 1 incidents	

Level 3 misdemeanours – these carry a Step 8 penalty		
Major vandalism	Repeated level 2 incidents	Major bullying incident
Rudeness to staff	Serious un-Islamic behaviour including extremism or intolerant	Stealing

	ideals	
Sending inappropriate messages through any medium to a student of the opposite sex in one of our Schools	Taking or possessing drugs or alcohol or the distribution of such	Slander towards staff
Failure of Headteacher Report or final contract	Violence leading to injury	Inappropriate sexual behaviour

10. Students behaviour out of School

- 10.1 Parents will be expected to take responsibility for the behaviour of their child both inside and outside the School. They will be encouraged to work in partnership with the School to assist in maintaining high standards of behaviour.
- 10.2 As a renowned private Muslim School with a recognizable name, parents must be aware that their child's behaviour may be linked back to the School and its connected charities, trustees and individuals. For this reason extra caution must be taken to ensure that students behave in a respectful manner at all times.
- 10.3 Any form of negative behaviour which is in conflict with our School policies outside the School which may have an impact on the School or any student or staff member will be treated as a School incident.
- 10.4 Instances of serious negative behaviour which may bring the School into disrepute or which may cause disruption to other students or parents will be taken very seriously and may result in a child being removed from the register permanently.

11. Technology and social media

- 11.1 Technology (which includes all forms of technology or social media), makes it possible for individuals to harass or bully other individuals, regardless of physical location. For example a student working from a personal computer at home could contribute to a website or social-

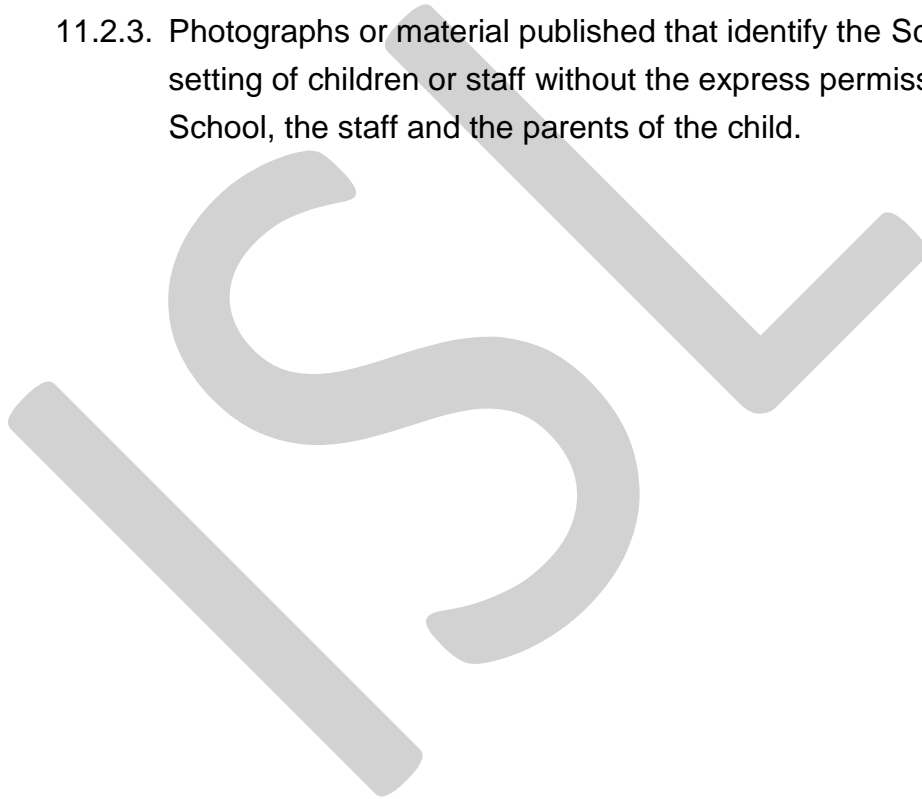
networking site that impersonates, harasses, defames, or insults another student. However, that online activity could have a very real impact on the School environment as well as the victim.

11.2 The following is a non-comprehensive list of unacceptable behaviour and conduct regarding the use of technology or social media:

11.2.1. Any negative material submitted online, or through any form of technology, whether during School hours or in an individual's private time, which may have an impact on the School or any student or staff member will be treated as a School incident.

11.2.2. Any negative material, however mild, which could cause a hostile environment.

11.2.3. Photographs or material published that identify the School setting of children or staff without the express permission of the School, the staff and the parents of the child.



Appendix 1

“On Report” Procedure:

If a Form Tutor is concerned about a student's behaviour or performance (level 1/Level 2) in any of the student's subjects Form Tutor is required to place student on Form Tutor report. (Green Report)

Form Tutor must request and collect the Green report from the reception.

The Form tutor has to set student at least three targets and a maximum of four targets.

Student has to give the report to the teacher at the START of every lesson.

Student must report to Form Tutor to check and sign the report at the end of each day.

Student must then show this report to parents/carers to check and sign at the end of each day, and then return the report to School the next day. (In cases where a student feels that they may not be able to look after their reports, the class prefect will carry this job)

Student must score at least **14** (12 on a Friday), to pass the report for that day.

Failure to bring report back will lead to failure of that day.

Failure of two days will lead to failure of the whole report.

Student must pass 4 consecutive weeks before being removed from report.

Two scores of 0 in a report weekly will result in a failure of the report and the report will then be escalated to the next Pupil Officer / Deputy Headteacher reporting stage. (Yellow report)

The same procedure applies as above. Failure of Deputy Headteacher report will then lead to the Headteacher report (Red report)

At this stage the student is in danger of being permanently excluded from School if they fail the Headteacher report. The Headteacher may issue the student with a final contract, which must be agreed by student and parents in order to remain in School.

Failure to agree or abide by the final contract will lead to permanent exclusion.

Students involved in any Level 2 or Level 3 incidents will be dealt with in line with the School's Level 2 or Level 3 misdemeanour procedures.

Appendix 2:

Behaviour Management Guidance for Level 1 Misdemeanours in lessons

Warning – no house point deduction –logged on KSM

Action – 1 house point deducted and 15 minutes detention with class teacher – must be logged on KSM.

Escalation – This is now a Level 2 incident. 3 house points deducted and student is escorted to PO/Senior Leader (SLT) by class prefect. Student remains with PO/SLT until the end of lesson. Teacher must log incident and write a report on KSM. No action will be taken unless the teacher has logged the incident and allocated the Discipline officer as the invigilator of the one-hour Friday detention on KSM. Parents emailed a notification.

Any student with **three Level 2** incidences will move on to STEP 4 of the behaviour policy. They will be placed on Form Tutor Report for 4 weeks. Level 2 incidents will be dealt with in line with the sanctions for Level 2 misdemeanours in the behaviour policy.

Once on report, the reporting procedures apply.

Level 1 – misdemeanour in lesson

Warning-Action-Escalation and Out rule!

If a student does any level 1 misdemeanour. The student should be warned.

Here is an example of a warning:

“This is your **Warning** for talking while I am trying to explain this concept to the class. If you break the classroom rule again, you will move on to the **Action** stage, which will result in you getting a 15 minute detention and a deduction of one house point. If you break a rule again after that, you are telling me that you do not want to be taught and are being disrespectful. According to our School behaviour policy, you will need to go and see the PO/SLT and I will log this incident on KSM, as a level 2 incident. You will be given a 1 hour detention on Friday and your parents will be informed”

The teacher should speak in a firm, clear and slow voice and look directly at the student with a confident stance.

The teacher may want to prompt the student about what will happen to them if they continue with anymore Level one incidents in the lesson.

If a student attains Escalation stage twice in the same day and or the same week, Step 5 of Behaviour policy applies (meeting with parents).

Level 2 – misdemeanour in lesson

Can range from Friday detention to 2 weeks external suspension

Level 3 – misdemeanour in lesson

Permanent expulsion

Please note the above does not apply to missing homework and equipments to lessons (see appendix 3)

Appendix 3:

What to do if a student does not bring homework or equipment or arrives late to class and double booked detentions

First Occurrence

- 1) Class teacher gives 15 minutes detention (any time that suits them – break / lunch / after School)
- 2) Class teacher to log it onto KSM and deduct 1 house point.

Second Occurrence

- 1) Class teacher gives 15 minutes detention (any time that suits them – break / lunch / after School)
- 2) Class teacher to upload sanction onto KSM
- 3) Class teacher to send email to parents informing them that this is the second occurrence.

Third Occurrence

- 1) Friday detention issued
- 2) Now considered as level 2 incident, logged on to KSM
- 3) Report written on KSM.
- 4) Teacher to meet parents to resolve the situation.
- 5) Student goes onto the Form Tutor report

Double Booked Detentions

If a student is double booked for detention, he/she must be held back by the teacher who is taking his/her lesson immediately before break, lunch or end of School.

If a student misses a teacher's detention because he/she had detention with another teacher, he/she should be given a Friday detention. This should be logged in as a level 2 incident. This is to prevent students getting more than one detention on the same day.

