

## 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 ﷺ said: "None of You truly believes until you wish for your brother what you wish for yourself."***

### ***Our vision***

The Madressah is a happy harmonious learning community where staff and pupils feel safe and secure. Madressah 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 Madressah equipment and buildings

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

The Madressah 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 Madressah
- Speak quietly, politely and pleasantly to other pupils, including those who are exercising responsibility for a Madressah activity or carrying out a duty
- Address adults by title and surname
- Observe normal conventions for assemblies, both in Madressah and off-site, including:-

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- Walking quietly between classroom and Assembly Hall
- Remaining silent in the Assembly Hall

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

All members of our Madressah 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 Madressah 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 Madressah***

Each member of our Madressah 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 Madressah 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 in the Madressah building unless permitted by the teachers
- Pupils may drink water at anytime and anywhere in Madressah
- Chewing gum is **not allowed** in any part of Madressah premises
- Electronic devices are not allowed in Madressah – mobile phones and any other device must be given to the teacher or switched off and kept in the student's bag should you need to bring one

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

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

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

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- Walk on the left along corridors
- Do not run anywhere inside the Madressah 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 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 Madressah always knows their whereabouts. They should:**

- Remain on the Madressah site during the Madressah day unless they have written permission to leave from parents and from the Head of Year or another member of staff

**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 Madressah 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 Madressah must respect and take responsibility for property — their own property, other people's property and the Madressah's property.

A pupil should therefore:

- hand lost property in to the Madressah office or the caretaker
- avoid bringing valuable property and large sums of money to Madressah
- carry money in a named purse on the pupil at all times
- treat all Madressah property — books, furniture, lockers, equipment and buildings — with care and respect
- report to the Madressah office any damage to Madressah property or graffiti immediately it occurs or as soon as damage is noticed
- 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 Madressah cannot take responsibility for the loss or theft of belongings, nor damage to belongings**

### ***Promoting the Madressah and its Ethos***

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

Therefore pupils should:

- be aware at all times of the impression they create, ensuring that this impression is positive
- dress appropriately for Madressah 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 Madressah code of dress for out of Madressah activities.
- behave politely and with consideration for others at all times in Madressah, when acting as a representative of the Madressah in extra-curricular activities and off-site visits, and when travelling to and from Madressah on public transport or Madressah arranged transport.
- behave in a sporting manner in all competitive events
- welcome visitors to the Madressah in a helpful friendly and respectful manner

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

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

### ***Sanctions***

If a pupil breaks the Madressah'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, Demerits are given for infringements such as failure to hand homework in on time, arriving late to Madressah/lessons, talking at inappropriate times in class, forgetting equipment, etc. These are listed in detail in the pupil planner

More rarely, a higher level of sanction will be necessary for a persistent problem or for a serious misdemeanour. In this case, the teacher or the Headteacher will impose the sanction and will inform the parent. Such sanctions include:

- Daily monitoring report card
- Yellow and red card systems – refer to behaviour policy
- Suspension from specific lessons
- Internal exclusion
- Pupil contract
- Suspension from Madressah for a specified number of days
- Permanent exclusion

### ***Exclusion from Madressah***

- Fixed term exclusion from Madressah 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
  - drug dealing
  - serious threats of and actual violence
  - bullying
  - persistent and serious breaches of the Madressah behaviour policy
  - where the Madressah believe that a pupil's presence in the Madressah represents a serious threat to others
  - use of inappropriate language or serious misbehaviour towards a staff member or visitors to Madressah
  - theft