

# Discipline and behaviour policy

## Policy Statement

وَذُرُوا ظَاهِرَ الْإِثْمِ وَبَاطِنَهُ إِنَّ الَّذِينَ يَكْسِبُونَ الْإِثْمَ سَيُجْزَوْنَ بِمَا كَانُوا يَقْتَرِفُونَ

*“Leave outward sin and inward sin. Surely, those who commit sin shall be punished for what they used to commit.” (Quran, 6:120)*

London Islamic School is committed to encouraging high standards of behaviour through self-discipline by recognising the rights of all pupils to education in an atmosphere conducive to learning and in a safe environment

## Procedure

Parents and pupils are made aware of the standards of behaviour expected through the codes of conduct and publication of school rules. The theme of good behaviour is regularly reinforced through the Citizenship program, tutorials and during assemblies. There is a system of rewards and sanction, which is implemented by all staff.

### **Rewards:**

- Praise and encouragement in lessons to recognise achievement
- Positive written comments on work
- Headteacher and/or Deputy Head commendations during assembly
- Displaying good work
- Awarding ajars
- Name displayed on Daar board
- End of year awards
- Daar trip

### **Sanctions:**

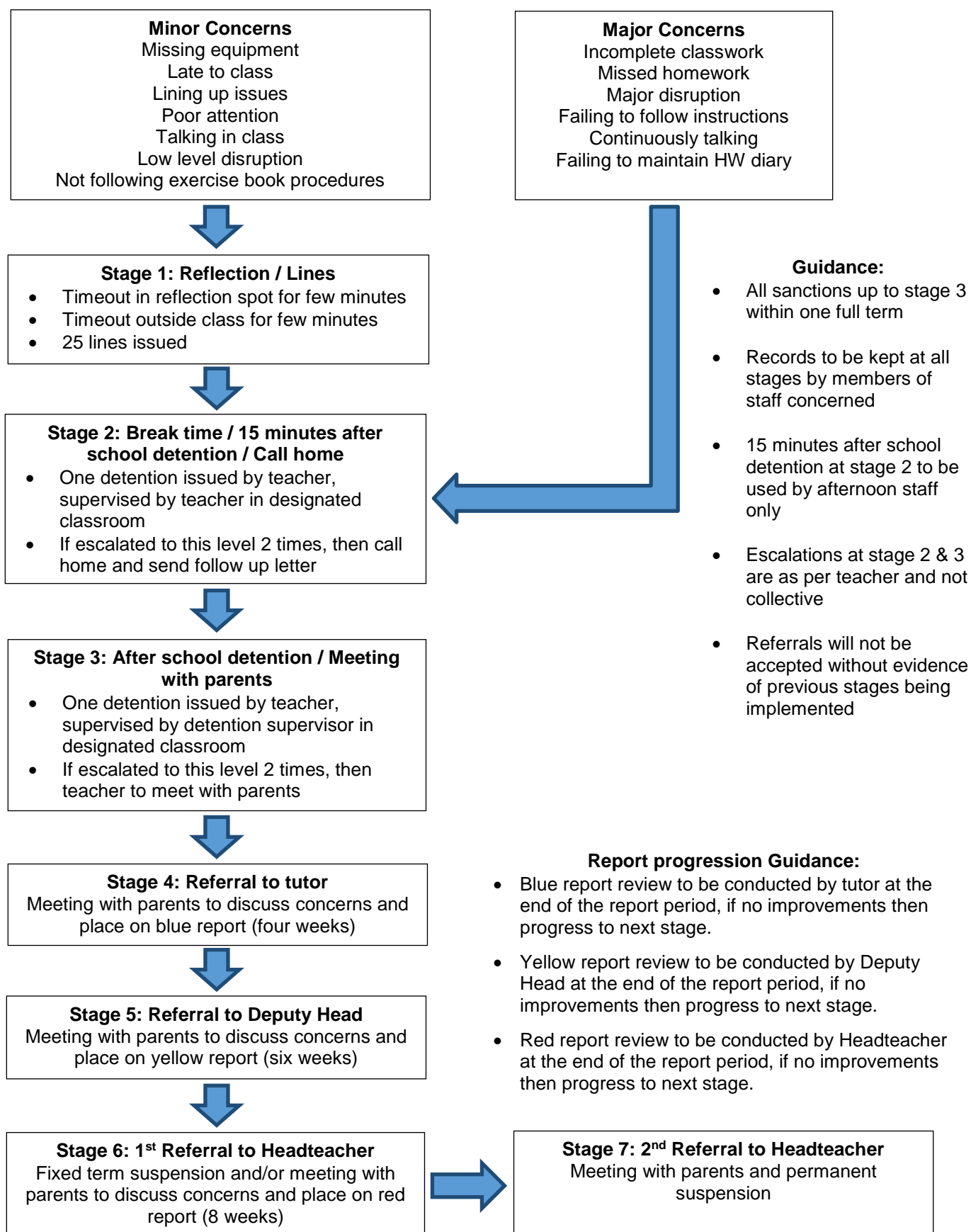
Students who misbehave will go through the following procedures, see flowcharts below for further details.

- Verbal warnings
- Break detentions
- After school detentions
- Written warnings
- Referrals to tutor, Deputy Head or Headteacher
- Meeting with parents.
- Pupil may be put on report for a period of time, which will be reviewed and further report or action taken.

### **Suspensions:**

- Suspensions can be fixed term or permanent depending on the nature of incident.
- For fixed term suspensions subject teachers will set work for the period of suspension.
- Permanent suspensions will be applied by the Headteacher or the Deputy Head in consultation with the principal

## General / Classroom Misbehaviour Management Procedure



The above list of concerns are not exhaustive and teachers may use judgement as and when necessary in implementing the procedure.

## Serious Misconduct Management Procedure

**Minor Concerns**  
 Vulgar language  
 Play fighting  
 Hazardous movement  
 Salah disturbances



**Stage 1: After school detention / tutor referral**

- One detention issued, supervised by detention supervisor in designated classroom
- If escalated to this level 2 times, then refer to tutor



**Stage 2: Referral to tutor**  
 Call home and Letter to parents with details of concern and warning of further action



**Stage 3: Referral to Deputy Head**  
 Meeting with parents to discuss concerns and place on blue report (four weeks)



**Stage 4: 1<sup>st</sup> Referral to Headteacher**  
 Fixed term suspension and/or meeting with parents to discuss concerns and place on yellow report (six weeks)



**Stage 5: 2<sup>nd</sup> Referral to Headteacher**  
 Fixed term suspension and/or meeting with parents to discuss concerns and place on red report (8 weeks)



**Stage 6: 3<sup>rd</sup> Referral to Headteacher**  
 Meeting with parents and permanent suspension

**Major Concerns**  
 Bullying  
 Violence  
 Vandalism (accidental or intentional)  
 Careless injury to others  
 Argumentative  
 Talking during Khutba



**Guidance:**

- All sanctions up to stage 2 within one full term
- Records to be kept at all stages by members of staff concerned
- Escalation at stage 1 is per teacher and not collective
- Referrals will not be accepted without evidence of previous stages being implemented

**Report progression Guidance:**

- Blue report review to be conducted by Deputy Head at the end of the report period, if no improvements then progress to next stage.
- Yellow report review to be conducted by Headteacher at the end of the report period, if no improvements then progress to next stage.
- Red report review to be conducted by Headteacher at the end of the report period, if no improvements then progress to next stage.

**Detention Escalation**

**Stage 1: Break detention not attended**  
 After school detention issued by subject teacher, supervised by detention supervisor in designated room



**Stage 2: One after school detention not attended**  
 Two further after school detentions, issued and supervised by detention supervisor also call home and send follow up letter



**Stage 3: Two after school detentions not attended**  
 Referral to stage 3 of serious misconduct

The above list of concerns are not exhaustive and teachers may use judgement as and when necessary in implementing the procedure.

## School Rules

Code of conduct is in accordance to the following hadith of the Prophet (sallallahu alaihi wasallam)

***“Those that do not respect their elders, have mercy on the young ones, and hold in high esteem the Ulama are not from amongst us”***

School rules exist in order to make London Islamic School, a community in which learning can take place in a happy and relaxed atmosphere. All pupils should be aware of needs of others and should do nothing that would cause harm, offence, inconvenience or unnecessary work for any other member of the school community.

1. Pupils must arrive to school between 8.15am and 8.30am for Zikr and registration.
2. Pupils are expected to move sensibly along the corridors.
1. No pupil may leave the school campus during school hours without permission from either the Headteacher or the Deputy Head.
2. Any pupils arriving late for school must report to school secretary for registration and obtain a late slip.
3. Pupils must wear the agreed school at all times. If in an emergency, an article of uniform is not available, a note from parents must be produced and approved by a member of the SMT.
4. Pupils must move sensibly along the corridors / stairs on the right hand side.
5. Valuables or large sums of money must not be brought into school.
6. Eating food or drinking in corridors or classrooms is forbidden.
7. Chewing gum is forbidden during school hours and will incur a fine
8. Instructions from staff must be followed without question.
9. Pupils should endeavour to keep the school environment free of litter.
10. All pupils must arrive fully prepared and equipped for school.
11. All members of the school community and visitors/guests should be greeted with salaam and treated courteously with help always being offered.
12. Diary's should be in student bags at all times, they should not be in the locker or left at home
13. No pupils are allowed to use the lifts unless permission is granted by SMT or by Staff who accompany students in the lift.
14. No jackets are allowed to be worn in the school building at any time except school uniform fleece or cardigan.
15. No Audio devices, electronic gadgets or other inappropriate items will be allowed in school premises.
16. No mobile phones allowed in school premises except for pupils who have been granted permission to bring in a phone via a mobile request form, these students must hand in their phone in the morning and collect them after school.
17. No pupil will be allowed to bring a friend into the school premises.
18. Silly or disruptive behaviour will not be tolerated, Pupils breaking school rules will be dealt with according to the Disciplinary procedure.
19. Any form of violence, aggressive and confrontational behaviour towards any member of the school community will not be tolerated and may lead permanent expulsion from school.

The above list is not exhaustive and other rules may apply as is deemed necessary.

## Golden Classroom Rules

Code of conduct is in accordance to the following hadith of the Prophet (sallallaahu alaihi wasallam)

*“Those that do not respect their elders, have mercy on the young ones, and hold in high esteem the Ulama are not from amongst us”*

Classroom rules exist in order to make London Islamic School, a community in which learning can take place in a happy and relaxed atmosphere. All pupils should be aware of needs of others and should do nothing that would cause harm, offence, inconvenience or unnecessary work for any other member of the school community.

1. Arrive to class on time
2. Bring correct stationary and books with you
3. Once in class stay in class and seated at all times
4. Don't ridicule anybody
5. Always present your work neatly and keep books graffiti free
6. Use black biro to write in exercise books, writing the title, date, LO and keywords
7. Respect staff and pupils, spread salaam and smile
8. Always work to the best of your ability
9. Look, listen and don't talk or disrupt the teacher when speaking
10. Put your hands up if you wish to speak
11. Don't litter the class room
12. Don't obstruct pathways with bags and jackets
13. Record homework in diaries
14. Line up and leave quietly in an orderly manner