



# Discipline and Behaviour Policy

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## 1. Policy Statement

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

*“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 and environment which is conducive to learning.

## 2. Aims

- Create a culture of behaviour for learning
- Promote good behaviour, self-discipline and respect for others
- Facilitate a climate for learning to motivate pupils into becoming better learners
- Provide a safe environment free from disruption, bullying, violence, discrimination and any forms of harassment
- Ensure a consistency of response to all behaviours
- Encourage a positive partnership with parents

This policy will apply at all times when students are the responsibility of school staff and when they are out of school as the responsibility of others and are acting in such a way as to bring the school into disrepute (whether or not they are in school uniform) e.g. to and from school, on educational visits, work experience etc.

## 3. Expectations

Staff are expected to:

- Model exemplary behaviour

- Treat all children and adults with respect
- Speak politely to each other
- Build student confidence and self-esteem through positive reinforcement
- Avoid using critical or sarcastic language
- Recognize student effort and achievements on a regular basis and celebrate success
- Keep parents informed about success, efforts and achievements
- Challenge unacceptable behaviour
- Work in partnership with parents through regular contact to help improve behaviour

Pupils are expected to:

- Be respectful to staff, visitors and peers
- Follow the classroom code of conduct and school rules
- Promote a positive image of the school
- Celebrate their success and the success of others

We will not accept the following behaviour:

- Disrupting the learning of others
- Rude or inappropriate language
- The exhibition of any forms of behaviour that promote hatred, violence or breaking of the law
- Acts of aggression or any kind of physical violence
- Bullying or intimidation (including cyberbullying)
- Discrimination in any form
- Vandalism
- Low-level disruption of lessons
- Other inappropriate behaviour in the flowchart

If unacceptable behaviour occurs, members of staff will:

- Challenge the behaviour
- Tell the pupil what we find unacceptable and why
- Explain how they could have behaved differently, modelling what they could have done or said
- Try to find out why the child is behaving this way
- If the poor behaviour is repeated, or if it is judged to be serious, the incident will be reported following the school's procedures

#### **4. Strategies**

At London Islamic School we have a clear reward and sanction system which is used to reinforce the idea in our students that good deeds earns you reward while committing a sin leads to sanctions. Parents and pupils are made aware of the standards of behaviour expected through the codes of conduct and publication of school rules while also made aware of sanctions and their stages through the disciplinary flowchart. The theme of good behaviour is regularly reinforced through the tutorials, teachers, assemblies and any such opportunities. Below is a list of strategies which are applied to support in meeting the aims of this policy and create a positive culture.

##### **4a - Rewards**

The school encourages all staff to use positive reinforcement and reward students to behave. Below are some of the ways in which this is done, for further details, please refer to the reward policy.

- Praise and encouragement in lessons to recognise achievement

- Positive written comments on work or diary
- Headteacher and/or Deputy Head commendations during assembly
- Displaying good work
- Certificates
- Awarding awards (Merits) and Daar Trip
- Name displayed on Daar board
- End of year awards

#### **4b - Sanctions**

Teachers/staff have statutory authority to discipline students whose behaviour is unacceptable, who break school rules, fail to follow reasonable instructions or act illegally. Below is a general overview and guidance of sanctions, for further details on the stages, please see the General / Classroom Misbehaviour Management Procedure flowchart (Appendix 1), Serious Misconduct Management Procedure flowchart (Appendix 2) and continue reading the strategies section of this policy below:

- Students can be disciplined at any time in school or elsewhere under the charge of the school e.g. on school visits.
- Students can be disciplined for misbehaviour outside of school e.g. travelling to and from school, when wearing school uniform/non uniform or when the behaviour could have repercussions for the orderly running of the school. In addition students will be punished if they act in a way likely to harm the good name of the school.
- All punishments must be fair, reasonable, proportionate and not in breach of any legislation such as disability or special educational needs (SEN).
- Discipline should be administered with calmness, not anger and works best when it is applied thoughtfully, consistently and a distinction is drawn between the poor behaviour and the individual, it is the action not the individual that we are criticizing.
- In the first instance a teacher should always attempt to deal with poor behaviour within the class. This is likely to begin with issuing a warning by reminding a student if their behaviour falls below acceptable levels and be increased progressively to standing in class for a reasonable duration, followed by standing outside class for a reasonable duration.
- In low level disruption, the General / Classroom Misbehaviour Management Procedure flowchart (Appendix 1) should be followed. This should be followed in order with conditions so as to have a uniform approach by all teachers.
- In more extreme cases, the Serious Misconduct Management Procedure flowchart (Appendix 2) should be followed. This should be followed in order with conditions so as to have a uniform approach by all teachers
- When following the flowchart stages, it is the teachers responsibility to keep a log of what stages the student is on in order to escalate cases further, escalation without evidence or records will be queried by the disciplinary officer.
- If the teacher is unsure as to what has happened, they should obtain statements from the students in question and witnesses in order to correlate findings and find discrepancies.
- Consideration should be given as to whether continuing abnormal disruptive behaviour may be the result of unmet educational or other needs. At this point, consideration should be given as to whether there are safeguarding concerns, this should be discussed with the designated safeguarding lead.

#### **4c - Hall Pass**

Students must not be allowed to leave the classroom without a hall pass from the teacher. The procedure is as follows:

- Pupils asks to leave the classroom
- Teacher assess request to make a judgment whether to allow/not to allow.
- If allowed, teacher gives hall pass to pupil.

- Upon return to classroom, pupil to hand hall pass back to teacher.
- Only two hall passes per teacher hence teachers must not allow more than two students to leave the classroom at any one time.
- All Teachers need to ensure that hall passes are returned to them after usage.

#### 4d - Detention

Teachers have specific legal power to impose detentions in the hours of the day when there are no lessons and outside school hours including after school evenings, weekends and INSET days with appropriate notice and procedures followed. This allows for the students/group or class to think about what they have done wrong and how to improve for next time. It will also be a reminder that if pupils misbehave, they will be sanctioned in their own free time. Details with regards to detentions are as follows:

- Teachers should refrain from giving detention for simple and trivial issues not listed within the general misbehaviour flowchart. At first instance the teacher should attempt to deal with low level disruptions in the class, if this continues and is deemed as persistent, it should be in accordance with the general misbehaviour or serious misconduct flowchart. This is very important in order to having a uniform approach in issuing sanctions and detentions.
- With break or lunchtime detentions, reasonable time should be allowed for the student to eat, drink and use the toilet.
- For after school detentions, pupils can only be kept back for 15 minutes without parents consent. However to keep students back longer than 15 minutes, parents must be given at least 24 hours written notice via a diary entry signed and dated by the teacher, via phone call, or a letter from the school.
- In order to issue after school detentions with the detention supervisor, this should be entered in the KSM online system so the supervisor is fully aware and expecting the student to attend.
- After school detention with the detention supervisor takes place every Monday to Friday from 4.00pm-4.30pm in general. For those who are enrolled in Tahfiz Enrichment Programme (TEP), detentions take place from 4.30pm-5.00pm, however these times will fluctuate depending on TEP break times as per winter and summer time adjustments, regardless parents will be informed of this in writing.
- In detentions with the detention supervisor, work must be set by subject teachers with details entered in the KSM system, in instances where the teacher fails to do this, the detention supervisor will assign some work and inform the Headteacher of this so as to avoid this kind of practice in the future.
- During a detention with the detention supervisor, he/she will obtain the detention list for the day from the KSM system, and update the system with 'complete' in the list to indicate that the student attended the detention. If a student fails to attend, the detention supervisor will escalate this as per detention escalation procedure in the general behaviour flowchart.
- Detentions in hours other than this must be coordinated and supervised by the teacher issuing the detention with the same procedures of a minimum 24 hour notice to parents
- All teachers on detention duty need to remember that it is their responsibility to monitor students/classes during the detention and at no time, under any circumstance should students/classes be left unsupervised.
- It is the responsibility of the teacher supervising the students in detentions to ensure that the class is left tidy and that students leave in an orderly manner.
- Teachers should not issue a detention where they know that doing so would compromise a child's safety. Staff issuing the detention should consider whether the detention is likely to put the student at risk, whether the student has known caring responsibilities which mean that the detention is unreasonable and whether suitable travel arrangements can be made by the parent for the student. This can be established by communicating with the parents/guardians and making a professional judgement.
- It is the teacher's responsibility to maintain a behaviour log for each class so as to keep a record and justification in instances where a teacher may believe that the student should be escalated to disciplinary stage.

#### **4e - Suspensions**

Unfortunately, in some extreme cases students have to be suspended from school in order to rectify their behaviour and help them to understand the seriousness of their action or in some cases, to prevent any further escalation and/or ensure safety of students.

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

#### **4f - Searching students**

The school has a statutory obligation to manage the health and safety of staff, students and visitors and ensure that school discipline is maintained. Under this authority we reserve the right to search and screen students with or without the consent of parents/guardians as long as a teacher has reasonable grounds. A general non exhaustive list of prohibited items include; knives, bladed items, weapons, alcohol, illegal drugs / legal highs, stolen items, tobacco or tobacco related items, fireworks, inappropriate images e.g. pornography, sexting, any item that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or cause personal injury, or damage property, violent or extremist images or related paraphernalia—Further guidance of this is detailed on the Search Policy.

#### **4g - Extreme items**

Possession of any intended or adapted weapons, bladed items, drugs or legal highs on school premises will not be tolerated and is likely to lead to permanent suspension.

#### **4h - Use of reasonable force**

School staff have a legal right to use reasonable force to control or restrain, below is a general guidance, further guidance is within the safeguarding policy.

- Control means passive contact, such as standing between students or blocking a student's path, or actively leading a student by the arm away from a classroom or difficult situation.
- Restraint means to hold back physically or to bring students under control; for example where two students are fighting or refusing to separate without physical intervention.
- Reasonable force can be used to prevent students from hurting themselves, others, damaging property or causing disorder.
- Force used will be proportionate and reasonable. School staff will always try to act in ways that will minimize chance of injury to the student but this may not always be possible.
- Reasonable force may be used to enforce a search for knives, weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or any articles that have been or could be used to commit an offence or cause harm.
- Force will never be used as a punishment and reasonable adjustments will be made for children with disabilities and special educational needs.
- We do not require parental consent to use reasonable force.

#### **4i - Confiscation**

- School staff can seize any prohibited item found as a result of a search
- We can also seize any item found which is considered to be harmful or detrimental to school discipline; this includes deleting electronic images or passing illegal material onto the police
- Depending upon the nature of the confiscated item, it may be retained by the school or disposed of as a disciplinary measure where reasonable

- Confiscated weapons, knives or bladed items, items believed to be stolen and illegal drugs will be passed onto the police or disposed of by the school.

#### **4j - Electronic devices**

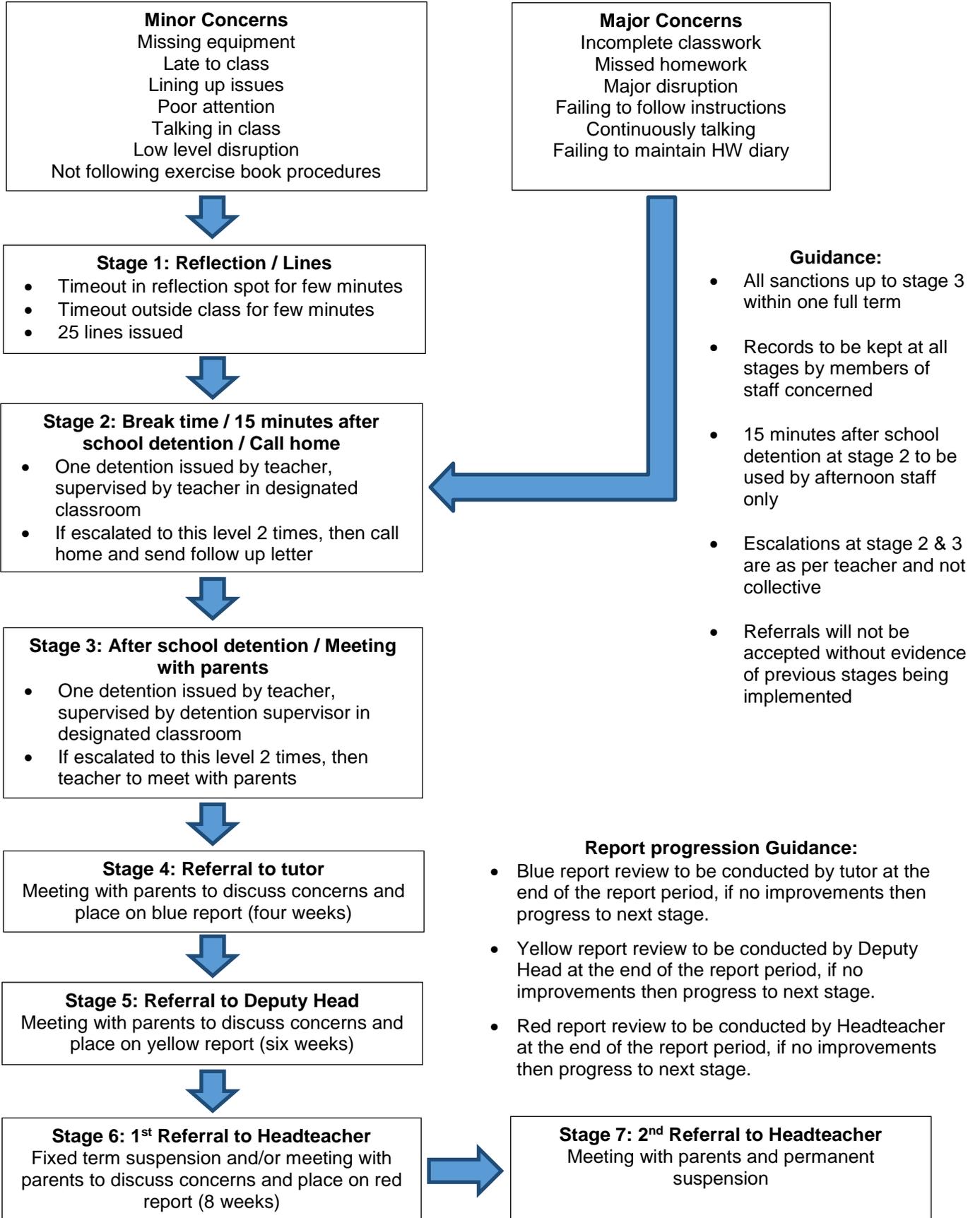
- School staff may examine data files held on personal devices during a search if they believe they have good reason to do so
- In determining a good reason to examine or erase data or files, school staff must reasonably suspect that the data or file has been or could be used to harm, disrupt teaching or break school rules
- If the device is to be returned, relevant files may be deleted or retained by the school to support disciplinary action, or where appropriate passed to the police e.g. in relation to illegal activity.

#### **4k - Allegations against Staff**

If a student was found to have made a false accusation against any member of school staff, appropriate sanctions would be implemented and the student's parents would be contacted. The nature of the sanction imposed would depend on the severity of the accusation, but serious malicious accusations could result in suspension.

Appendix 1

**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.

Appendix 2

**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)

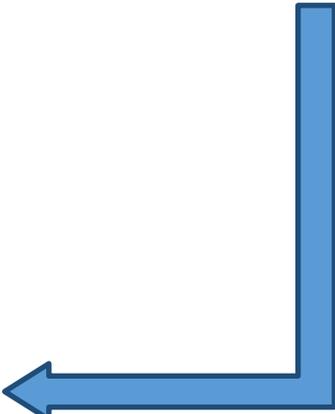


**Stage 6: 3<sup>rd</sup> Referral to Headteacher**  
 Meeting with parents and permanent suspension

**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.

## Appendix 3

# School 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”***

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.

## Appendix 4

# Golden Classroom 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”***

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