

# MIHSG

## Behaviour Policy

Reviewed June 16

*Fear God and treat your children fairly.* [3]

*The Holy Prophet (peace be upon him) said:*

*“Respect your children and teach them good behaviour, Allah will forgive (your sins).”*

*The child is the master for seven years (1st stage) ; and a slave for seven years (2nd stage) and a vizier for seven years (3rd stage) ; so if he builds a good character within 21 years, well and good, otherwise leave him alone because (if you looked after him for 21 years).*

*You have discharged your responsibility before Allah.*

### ***Our vision***

Manchester Islamic High School is a happy harmonious learning community where staff and pupils feel safe and secure. School life is characterised by a calm purposeful Islamic 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 school equipment and buildings

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

The school 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 school
- Speak quietly, politely and pleasantly to other pupils, including those who are exercising responsibility for a school activity or carrying out a duty
- Address adults by title and surname
- Observe normal conventions for assemblies, both in school and off-site, including:-
  - Walking quietly between classroom and Assembly Hall
  - Remaining silent in the Assembly Hall

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

All members of our School 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 school 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 herself
- If she witnesses the occurrence of any of the above abuses to fellow pupils
- If she notices someone upset

### ***Please refer to Anti-Bullying policy***

#### ***Expectations of behaviour in and around school***

Each member of our School must behave in a way that allows her 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 School 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 inside the school building, except for the dining area.
- Pupils may drink water at anytime and anywhere in school, except in the Science labs.
- Chewing gum is **not allowed** in any part of school premises
- Electronic devices are not allowed in school between 8.30am and the end of the school day.
- A pupil is expected to use breaks and lunch hours for toilet visits, not lesson time, unless she is taken ill suddenly or is suffering from a notified medical condition.

### **Health and safety**

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

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

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

- Remain on the school site during the school day unless they have written permission to leave from parents and from the Head of Year or another senior member of staff
- Always sign out at Reception if given permission to leave school during the school day. The receptionist should be shown an Exit Note signed by the Form Tutor/Head of Year.
- Always sign in at Reception if arriving in school after registration

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

A pupil should therefore:

- hand lost property in to the school office
- avoid bringing valuable property and large sums of money to school
- carry money in a named purse on her person at all times
- treat all school property — books, furniture, lockers, equipment and buildings — with care and respect
- report to the school office any damage to school property or graffiti immediately it occurs or as soon as damage is noticed
- clear up after meals and snacks
- keep the changing room, locker area, corridors, classrooms and playground tidy and clean
- avoid putting personal belongings on top of lockers
- 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 School cannot take responsibility for the loss or theft of belongings, nor damage to belongings**

### ***Promoting the School and its Islamic Ethos***

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

Therefore pupils should:

- be aware at all times of the impression they create, ensuring that this impression is positive
- dress appropriately for school by wearing the correct uniform , ensuring that it is clean and well-maintained and that it reflects the Islamic code of dress. (Please refer to the uniform policy and pupil planner for full details)
- adhere to the school code of dress for out of school activities.
- behave politely and with consideration for others at all times in school, when acting as a representative of the school in extra-curricular activities and off-site visits, and when travelling to and from school on public transport or the school bus.
- behave in a sporting manner in all competitive events
- welcome visitors to the school in a helpful friendly and respectful manner

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

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

***Please refer to the Equality and Safeguarding policies***

### ***Rewards and Sanctions***

The School seeks to encourage, recognise and reward positive attitudes, behaviour, attendance and achievement through a system of certification, letters of congratulation, form and individual prizes, trips and activities. (However, if a pupil breaks the School's Code of Conduct, she must accept the consequences of her actions. The following principles underpin the school's sanctions policy.

- Teachers have statutory authority to discipline pupils whose behaviour is unacceptable, who break school rules or fail to follow a reasonable instruction.

- The power also applies to all paid staff with responsibility for pupils.
- Sanctions will be applied fairly and consistently to all pupils.
- Pupils can be disciplined at any time in school or for misbehaviour outside of school, e.g. on school visits, on the way to and from school, on social networking sites, etc.
- Teachers have the legal power to impose detention in and outside of school hours; this is defined as after any school day when the pupil is present, weekends and Inset days; parental consent is not required for detention.
- Pupils will be detained for no more than 15 minutes at the end of the school day without prior parental notice.
- Parents will be given a minimum of twenty four hours' notice if the pupil is to be detained after school for up to one hour or at any other time outside of school hours.
- Teachers can confiscate pupil property.
- The school reserves the right to search pupils (See "Searching, screening and confiscation" policy).

## **Rewards and Sanctions**

### ***Rewards***

- A pupil may receive a Letter of Commendation for an outstanding piece of work, a consistently outstanding level of effort or a very significant contribution to the School community.
- Pupils participate in a system of merits that acknowledges and praises achievement, effort and good citizenship. Pupils can convert merits for rewards of different values depending on the number of merits achieved
- Individual and form reward certificates and prizes are distributed in a special assembly at the end of each term. They are issued for the following achievements:
  - Form with the highest number of merits per term in Year 7, Years 8 and 9, Years 10 and 11
  - Pupil with the highest and second highest number of merits in each form
  - Form with the lowest number of demerits in Year 7, Years 8 and 9, Years 10 and 11
  - Pupils with 100% attendance per term
  - Pupils with 100% attendance for the whole year
  - Pupils with no demerits in the whole year
  - Head of Year award presented to one pupil in each year group per term, for various reasons

### ***Sanctions***

If a pupil breaks the School's Code of Conduct, she must accept the consequences of 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, subject detention at lunchtime or giving tasks useful to the school community during break or the lunch hour. Demerits are given for infringements such as failure to hand homework in on time, arriving late to school/lessons, talking at inappropriate times in class, forgetting equipment, etc. These are listed in detail in the pupil planner. If a pupil received five demerits she is required to attend an after school detention (time will be notified on the letter to parents).

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

- Daily monitoring report card
- Suspension from specific lessons
- Internal exclusion
- Pupil contract
- Suspension from school for a specified number of days
- Permanent exclusion

### ***Exclusion from school***

- Fixed term exclusion from school 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 (see “Searching, screening and confiscation” policy for list of prohibited items)
  - drug dealing
  - serious threats of and actual violence
  - bullying
  - persistent and serious breaches of the school behaviour policy
  - where the school believes that a pupil's presence in the school represents a serious threat to others
  - use of inappropriate language or serious misbehaviour towards a staff member or visitors to school
  - theft
  - truancy

### ***Detention Procedure***

After-school detentions are normally held once a week and parents will be notified in writing at least five days in advance. Notification will normally be by pupil post, but may be sent using the public postal system, or by text message. If a pupil is absent on the day of a detention, the detention will be rearranged. If she is in school but fails to attend a notified detention, it will be rearranged and doubled, so that she will have to attend on two separate occasions. Formal detentions will be noted in a pupil's individual school record and may appear on her school report. After school detentions apply to all pupils, regardless of the distance they live from school, and parents are given several days' notice to allow them ample time to make arrangements for their daughter's journey home.

## **SANCTIONS APPLICABLE FOR PARTICULAR MISDEMEANOURS**

(A copy of the following is included in the pupil planner, to ensure that all pupils are aware of the consequences of failure to comply with the School's rules and regulations.)

**This section needs to be amended in light of the changes made at the recent pastoral planning day – FK has my notes, and I will get it back from her and make the changes before the Ramadan holidays**

We expect all of our pupils to behave in an exemplary manner at all times, responding to all instructions given by staff immediately and without argument, and showing respect and courtesy in their dealings with every other member of the school community and to members of the public.

If you do not follow the school rules, sanctions will be applied as laid out below:

IF YOU DO THIS ...	... THIS WILL HAPPEN
<p>Arrive late to registration or lessons</p> <p>Forget books or equipment, including locker key</p> <p>Forget homework</p>	<p><i>Per term:</i></p> <p>First occasion: Verbal warning, plus note in homework diary.</p> <p>Further occasions Demerit and note in homework diary.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• <i>If you forget homework more than three times, the department will inform your parents and your Head of Year</i></li> <li>• <i>If you forget your locker key you must see your head of Year to get your locker opened</i></li> </ul>
Copy homework	Demerit. Note in homework diary. Homework must be redone.
Allow others to copy your homework	Demerit. Note in homework diary.
Do homework for a different subject in a lesson	<p>Demerit. Note in homework diary.</p> <p><i>The homework will be confiscated and the teacher concerned will be informed – the homework must be completed again in your own time</i></p>
Disruptive talking in lessons after having been warned	<p>Demerit</p> <p><i>Further action might be taken if talking persists</i></p>
Pass notes	<p>Demerit and note in homework diary.</p> <p><i>Note will be confiscated and may be shown to Form Tutor, Head of Year, SLT, Headteacher or parents.</i></p>
Graffiti in books/homework diary	<p>First occasion: Warning. You will be asked to cover diary if graffiti is on cover.</p> <p>Subsequent occasions: Demerit, then detention if repeated.</p> <p><i>(Note: If the graffiti is excessive the diary will be confiscated and your parents and Head of Year will be informed. You will have to buy a new diary.)</i></p>

Graffiti on walls, tables, school property	You must clean the graffiti. One to five demerits depending on extent/type of graffiti.								
Cancel demerits	Detention								
Take a demerit for another pupil	Detention for both pupils								
Add merits	Detention								
Use two homework diaries	5 demerits and therefore detention								
Lose your homework diary	You will be given five school days to find the diary or buy a new one. You must ask your Form Tutor for a temporary planner to use during this time. You will get five demerits and therefore a detention if you do not find/replace the diary within five days.								
Cheat in exams	<table border="0"> <tr> <td>Pupil copying/cheating:</td> <td>Other pupil involved:</td> </tr> <tr> <td>0% awarded</td> <td>Letter home</td> </tr> <tr> <td>Letter sent home</td> <td>After school detention</td> </tr> <tr> <td>One day's isolation</td> <td></td> </tr> </table>	Pupil copying/cheating:	Other pupil involved:	0% awarded	Letter home	Letter sent home	After school detention	One day's isolation	
Pupil copying/cheating:	Other pupil involved:								
0% awarded	Letter home								
Letter sent home	After school detention								
One day's isolation									
<b>IF YOU DO THIS ...</b>	<b>... THIS WILL HAPPEN</b>								
Wear incorrect uniform:	<p>You will be asked to rectify the situation by the next day, and will be given a demerit if you do not do so</p> <p>Your Head of Year will be informed if this is a recurring problem.</p> <p>You might be sent home if there is a big problem with your uniform, e.g. wearing the wrong type of trousers.</p>								
Wear make-up	Demerit and note in homework diary. You must remove the make-up immediately.								
Wear jewellery (other than a watch), including badges, friendship bracelets, etc.	<p>First occasion:           Warning. You will be asked remove the item</p> <p>Subsequent occasions: Item will be confiscated for one calendar month</p>								



Use inappropriate language between pupils	<p>First occasion:           Warning.</p> <p>Further occasions:       Demerit</p> <p><i>You will be referred to you Head of Year if you are heard using inappropriate language repeatedly, and immediately if the language is abusive.</i></p>
Use inappropriate language towards a member of staff	Immediate referral to Head of Year and/or Headteacher
Eat in class/on corridors	<p>Food/sweets will be confiscated.</p> <p>First occasion:           Warning in planner</p> <p>Subsequent occasions: Demerit. You may also be asked to pick up litter</p> <p><i>Note: you may drink water in school, including in lessons. Water must be in a clear plastic bottle</i></p>
Chew gum	5 demerits and therefore detention
<b>IF YOU DO THIS ...</b>	<b>... THIS WILL HAPPEN</b>
Participate in water fight	5 demerits and therefore detention
<p>Use a mobile phone in school between 8.30am and the end of the school day</p> <p>Fail to hand in your mobile phone</p>	<p>The phone will be confiscated for one calendar month.</p> <p><i>The phone must be collected from school by the parents, unless they speak to a member of staff to request that the phone be given back to the pupil</i></p>
Bring aerosols into school	Demerit. Aerosol will be permanently confiscated
Bring banned items into school, e.g. knives, blades, weapons, fireworks, matches, alcohol, drugs tobacco related products including electronic cigarettes, stolen items.	<p>Immediate referral to Headteacher.</p> <p>May lead to exclusion depending on the severity of the offence.</p>

**Link to other policies:**

- ❖ Islamic
- ❖ Equality
- ❖ Anti-Bullying
- ❖ Health and Safety
- ❖ Safeguarding
- ❖ Use of reasonable force
- ❖ Prevent and protecting Pupils from Violent Extremism

***Policy reviewed June 2016 (Pastoral team)***