



جامعة العلوم الإسلامية

BEHAVIOUR POLICY

RATIONALE

We feel it is important to promote a caring and supportive environment to enable all members of the school community to feel secure, respected and therefore promote good behaviour in others. The development of personal qualities and social skills and the fostering of socially acceptable behaviour are an integral aspect of the school curriculum and therefore demand planning.

AIMS

We aim to:

- ensure consistency of care;
- be fair and to be seen to be fair;
- treat all with respect;
- have clear expectations and strategies to ensure they are met;
- provide planned activities which motivate all to learn, both academically and socially.

CODE OF CONDUCT

- Everyone has the right to work in an orderly and safe environment
- Respect the rights of others to learn
- Cooperation and good behaviour is expected from all
- Treat others and their property with respect
- Always be honest and truthful
- High standards of attendance and punctuality should be maintained
- Success should be recognised, celebrated and valued by all

SCHOOL RULES

- Move sensibly around the school with humbleness
- Items that are considered to be dangerous, illegal and detrimental should not be brought into school, including weapons, drugs and other harmful substances
- Students must stay within permitted areas. Only through the permission of Jamiatul Uloom Al Islamia can they leave the school premises
- Electronic items, e.g. mp3s, games consoles, etc. should not be brought into school. Mobile phones must be handed in to the school office upon entering the school and will be returned at the end of the school day.
- If electronic items such as Mobile phones, lasers, mp3 players etc. are confiscated during the school day, these will only be return to a parent/guardian at the end of term. Some items may be disposed.
- Violent behaviour of any kind will not be tolerated
- There should be respect for school property



- Chewing gum and fizzy drinks are strictly not permitted in the school premises
- Any form of disrespectful behaviour towards staff will not be tolerated
- Bullying of any sort will not be tolerated

* Please refer to our policies for further details

INCENTIVES TO POSITIVE BEHAVIOUR

At Jamiatul Uloom Al Islamia if a child successfully applies the rules this should be acknowledged. In our school we believe the ideal incentives are the intrinsic rewards offered by:

- a calm working atmosphere where all are valued;
- warm relationships;
- a stimulating curriculum;
- positive role models;
- meaningful and positive emotional support.

However, it is also important to have a reward system in place that recognises all forms of social and academic achievement and effort. Children are always made aware of the reason for awards. To ensure every child has the opportunity to experience success, there are a variety of options.

REWARDS

MERITS

Students may be awarded merits for working, behaving, trying hard, progressing, achieving, and learning **MORE** than their usual amount or more than their expected ability. They may also achieve merits by showing good levels of character (adaab) towards staff or other students. Merits will also be issued for bringing Islamic practices / sunnah into action and for contribution towards the Madrasah / Masjid.

Merits	Award
25 & 50	Tuckshop Prizes
100	Bronze Certificate + Tuckshop Prize
150	Silver Certificate + Tuckshop Prize
200	Gold Certificate + Tuckshop prize
300	Platinum Certificate + Special Prize



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PRIZES

Students will be rewarded with merits from all subjects throughout the school year. At the end of the year, the student with the highest number of merits will receive a LAPTOP or TABLET as a special prize!

REWARDS TRIPS

Jamiatul Uloom will be offering up to 15 students with the highest number of merits a rewards trip towards the end of the year. This trip will be only for our best students and is in addition to the whole school trips. We have taken our students to many different activities in the past, including Ice Skating, bowling, High Ropes, Indoor Skydiving and more. Each year will be a surprise trip!

AWARDS CEREMONY

Annual End of Year Ceremony will be held, where we celebrate and acknowledge the achievements and accomplishments of the students throughout the year. Categories include, highest test scores, highest attendance, highest punctuality, most improved student and student of the year, to name a few.

NB: Certificates and other special awards can be awarded by members of staff at their own convenience.

DISPLAY

Children's work will be presented in such a way that it will be obvious to any visitor that we are proud of success whether it is in quantity or quality of effort. Displays can:

- create a sense of belonging;
- enhance learning;
- motivate towards further learning;
- aid recall;
- invite children to be interactive;
- stimulate further thinking;
- help children make connections between concepts;
- celebrate and affirm success;
- remind of rules and behavioural codes.

MARKING POLICY

Within class the marking will be used to build on success and encourage by its comments. (See Marking Policy)



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TARGETS

Teachers agree individual group and whole class targets with the pupils at the start of each term.

SHARING

In recognition of a particular task or behaviour pupils may share their success with others, for example, with:

- the class;
- the neighbouring class or teacher;
- the Head Teacher/Principal;
- a chosen adult.

The next level of sharing may be with the whole school at our Friday Jumuah Prayer. The child will have the choice to come forward or to have their praiseworthy activity described by an adult.

SANCTIONS

If a child breaks any of the agreed rules there will be a sanction. It is our belief that sanctions consistently and firmly applied will result in boundaries being clearly drawn and therefore good behaviour promoted. It is important to remember at all times to criticise and target the behaviour and not the child.

Failure to comply with the Code of Conduct or the School Rules will result in the imposition of one or more of the following sanctions as appropriate.

Reasons for Students Getting Detentions

- Misbehaving in the Masjid
- Using the ICT room/cabins when it's not my day
- Fighting
- Swearing
- Coming to school late without a valid reason
- Forgetting homework / Insufficient homework
- Forgetting absent note after several reminders
- Coming in late to lessons without a valid reason
- Showing an unacceptable attitude
- Bullying
- Anything in which staff regard as disruptive, unacceptable and against the school rules
- Misbehaving in class
- Misbehaving anywhere in the school premises

NB: After-School detentions are given 24hrs prior to the detention. **After-School Forms** are provided through the Head Teacher.



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TRUANCY, LEAVING SCHOOL WITHOUT PERMISSION, AVOIDING LESSONS ETC

Parents must be informed in writing. The incident should be recorded and placed in the pupil's personal folder. Work missed should be made up. The pupil will be given a detention and may lead to exclusion

DISRUPTION TO LESSONS

Minor incident – In the case of minor incidents individual teachers will give lunchtime detentions. If the disruption occurs in several occasions, or if the individual situation is serious enough to merit it, the child should be placed on **Conduct Report** and parents notified.

Major incidents – If the pupil has been involved in a serious incident, i.e. fighting, damaging school property, abusive language, etc, parents will be contacted to discuss the matter further. This might result in a **Temporary Exclusion** for a fixed number of days or a **Permanent Exclusion** in the case of repeated incidents or a serious misdemeanour.

JAMIATUL ULOOM AL ISLAMIA DISCIPLINARY ACTION GRID

Concern	Disciplinary Action
Littering	1 □ 2 □ 3 □ 4
Coming late to class	1 □ 2 □ 3 □ 4
Eating in class	1 □ 2 □ 3 □ 4
Lack of/No equipment	1 □ 2 □ 3 □ 4
Chewing gum	1 □ 2 □ 3 □ 4
Taking other people's belongings without permission	1 □ 2 □ 3 □ 4
Arguing with teacher	1 □ 3 □ 4
Using/Having mobile phone during school day	Phone will be confiscated and handed to the school office
Vandalising school property	4. Student will be charged for damage
Abusive/Violent behaviour/language	4
Theft	4

KEY	1 = Verbal warning	2 = Detention	3 = Incident filed	4 = incident filed and parents contacted
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NB: Staff have the discretion to reprimand and sanction students for petulance, causing disturbances, poor attitude, insufficient effort in class and other actions of a similar nature.



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DETENTIONS

As a general rule, a minimum of 24 hours notice should be given for a detention. The parents/guardians will be notified via 3 means of notification, viz; a telephone call explaining the reason and time of incident, along with details of the time, date and duration of the detention, and; a notification letter stating all of the above or a text message to both parents where possible. The teacher issuing the detention is responsible for all administration of the detention, including contacting the parent / guardian and supervising the detention, unless due to extenuating circumstances.

Under extenuating circumstances, a detention may be issued on the same day, i.e. without 24 hour notice. In this case, a telephone call to the parent / guardian will suffice as notification.

The detentions mentioned above are all relating to detentions above 10 minutes. Any detention for the duration of 10 minutes or under will not require notification or consent of the parent / guardian.

UNIFORM

Our uniform policy is based on modesty and is based on the beloved Sunnah of Rasulullah (Sallallahu Alaihi Wasallam). Students are to wear a white Jubbah/Thowb and a hat (topi) or Amaama.



Students will not be permitted to wear caps, beanie hats or any other form of headgear within the school building. Clothing should be so tight that it reveals the figure; rather, it should be loose and comfortable. Pictures, images or large logos, i.e. people, animals, faces, slogans etc, are not permitted. Clothing must be above the ankles at all times. Students should ensure that their clothing is clean and presentable at all times. Please have spare sets of clothing available to avoid coming to school with incorrect uniform.



P.E KIT

Students will be involved in PE lessons every week, throughout the year. PE sessions will take place on grass fields and on concrete play areas. All students must bring PE clothing's listed below for every PE session. Students may wear these garments underneath their uniform, but must have spare pairs to change into.



	T-shirt / Jumper
	Tracksuit bottoms
	Spare socks
	Astro turf boots*

*Shoes or trainers will not be accepted for PE sessions.

HAIRCUTS

Students' hair must be of one level at all times and should not be fashioned or designed in such a way that the hair is not of one level, including sideburns. **Students will be sent home** to correct inappropriate haircut and cannot return to school until corrected.

EQUIPMENT

I must have the following equipment with me at all times for every lesson:

Pen	Sharpener
Pencil	Pencil case
Ruler	Rubber
A spare set of all daily equipment	Homework Diary
Calculator	Fully equipped geometry set
Text books for subjects studied on the day	Exercise books for subjects studied on the day
Any piece of equipment or item specified for a subject	

It is useful to have the following:

- Another spare pen
- Multi-coloured pens
- Highlighters
- Coloured pencils / felt tips
- 30cm ruler
- Dictionary
- Glue stick



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HOMEWORK DIARY

All students should receive Homework once every 2 weeks from all subjects. These are to be written into the Homework Diary which is provided by the school. Please ensure you write down what homework you have been given and when it is due again. Your homework diary will need to be checked and signed by your parent/guardian every week.

ELECTRICAL EQUIPMENT

Students are permitted to bring one mobile phone into the school, which has to be submitted at the beginning of the school day and will be returned at the end of the school day. Mobile phones are not permitted on the person of any student during the school day. No other form of electrical equipment is permitted in the school, including mp3s, mp4s, ipods, cd players, or any other personal device of a similar nature.

ATTENDANCE AND PUNCTUALITY

ATTENDANCE

All pupils are expected to maintain a disciplined approach to attendance and punctuality. The school expects **95% attendance** and punctuality from every student in order to improve their chances of better grades. Students with the highest attendance & punctuality will be included in our end of year merits trip as a reward.

If you are absent, your parent/guardian must contact the school by 8:30am on the day of absence. This can be done by telephone or by sending a text message to the school mobile. Upon return from your absence, you must bring in a signed letter from your parent/guardian detailing the reason of absence. If you are absent for 3 days or more, you must provide a doctor's note upon your return.

For scheduled appointments, you must provide Jamiatul Uloom Al Islamia with an appointment card prior to your appointment date.

Failure to comply with these procedures will result in "unauthorised absences" and fees will apply.

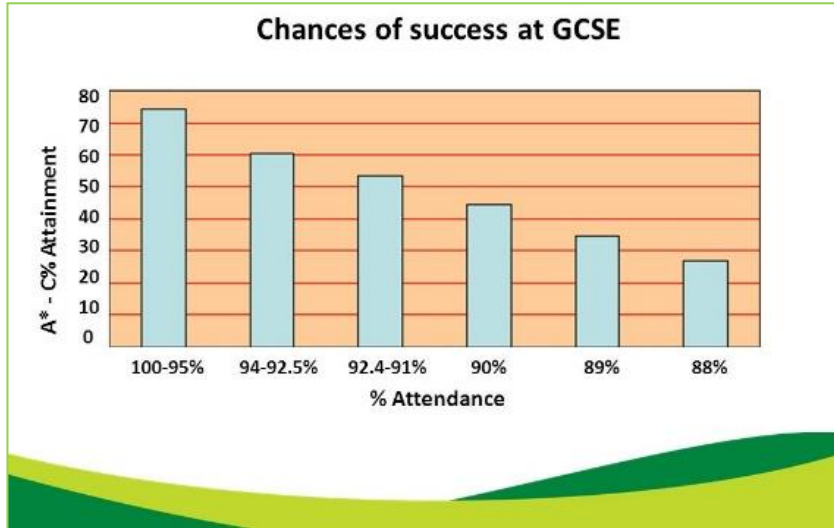
Please refer to our absence policy for more information.



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You are less likely to achieve good grades if your attendance is poor.

PUNCTUALITY

Students must attend school on time to avoid missing out on important lesson times. These lost minutes count towards how much time is lost in the year, which ultimately will affect your progression and exam grades.

If all adds up! Minutes late each day will mean many days lost each year.

Late per day (mins)	Minutes lost per year (based on mins late p/day)	Number of lessons lost each year due to lateness
5	975	19.5 lessons
10	1950	39 lessons
15	2925	58.5 lessons
20	3900	78 lessons
25	4875	97.5 lessons
30	5850	117 lessons

Simple Fact: lost minutes = lost learning

If a student comes late, the number of minutes late will be recorded. When the number of minutes reaches 200 minutes in a month, a fee of £30 will be charged, which will have to be paid within 3 school days. Also, if you arrive late to school 3 times in a week, you will be issued a detention for 1 hour.

Please refer to our absence policy for more information.

BREAK & LUNCH TIMES



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You are to bring packed lunches to school. Our school kitchen has heating facilities for you to warm up your food. We strongly recommend a healthy diet and encourage you to avoid bringing in fast food and fizzy drinks. The school also has a tuck shop where you can purchase snacks and drinks. Please discuss allergies clearly before enrolment.

During break and lunch times, you will have your designated area of play and recreation throughout the week, which include the outdoor play area, the ICT suite and The Rec Room. During wet weather, students will not be permitted to go to the outdoor play area.

Students are not permitted to leave the school premises during lunch, unless authorised. Please inform the school of any medical conditions or allergies during enrolment.

WET WEATHER

During wet weather, students will stay in their classrooms for break time & lunchtimes. The bell will ring once. This will happen a few minutes before the end of the lesson. During break & lunch the bell will ring 3 times.

ACTION TO SUSTAIN AN EFFECTIVE POLICY

Staff will:

- be watchful and observe the social relationships between pupils in the class;
- keep records of any incidents and take action as appropriate;
- discuss with colleagues potential problems or trigger factors

APPLICATION

This Behaviour Policy is for all of our school community. If it is to be effective everyone must use it with confidence and consistency. There may be occasions when special rules need to be applied, e.g. Science or Art lessons, on school visits, but the same principles of promoting good behaviour through the policy will always apply.

MONITORING, REVIEW AND EVALUATION

This policy will be monitored regularly to check effectiveness and to ensure that it is an active policy. All concerned parties will be kept informed of any review and action that will need to be taken. The areas targeted for review will be:

1. The aims - are they still valid?
2. Rules - are they still pertinent and being applied consistently?
3. Reward/sanctions - are they appropriate and do they act as incentives/disincentives?

CONCLUSIONS

This document has been written for the staff of Jamiatul Uloom Al Islamia as we seek to promote good behaviour in our school.