

**REVIEWED:**  
SEPTEMBER 2018

**REVIEW DATE:**  
SEPTEMBER 2021



**BEHAVIOUR  
POLICY**

**DUIHS**

# INTRODUCTION

- 1. Rationale** The school needs to ensure the *safety*, security and welfare of pupils, through a policy that is fair, consistent, systematic and understood by all pupils, school staff and parents.
- 2. Aims**
- To ensure the safety, security and welfare of all pupils
  - To promote high standards of work and behaviour
  - To promote the highest quality of teaching and learning
  - To promote pupils' moral development, giving them a clear sense of *right* and wrong
  - To promote pupils' social development, teaching them to respect the school staff and to respect one another.
- 3. Positive Behaviour**
- The Positive Behaviour policy is based on our vision of Achievement for All and that children respond best to praise.
- We aim to systematically praise and reward children several times more often than we blame or punish them (generally in a ratio of 3:1).
- Rewards**
- |   |   |
|---|---|
| <b>We give rewards for these achievements</b> | Good class work or effort<br>Good homework<br>Good attitude<br>Good exam/test results<br>Good attendance<br>High number of commendations from staff   |
| <b>We use these rewards</b>                   | Verbal praise by teachers<br>Merit marks<br>Weekly reward activity<br>Letters home<br>Subject commendations<br>Year awards<br>Positive Behaviour Certificates<br>Mentions in Presentation Day<br>Achievement Celebration events |
- Sanctions**
- This table illustrates the normal policy of the school in applying sanctions to offences. Pupils are supported at every stage of the *sanctions* in the Behaviour policy

# STUDENT BEHAVIOUR AND CONDUCT

The commitment to, and the firm and consistent application of, the behaviour policy will contribute to the success of it. Wherever possible we should recognise and reward positive attitudes and behaviour.

## Rewards

### **RECOGNITION**

Recognise positive behaviour through regular praise, compliments, merits and du'a

*Well done for entering the class sensibly and quietly*

*May you be rewarded with the best of rewards for your attitude*

### **MERITS**

Merits are given at the discretion of the teacher. They should be completed and placed in the Merit File in the school office.

1 merit can be given to each of 3 students.

### **REWARDS**

Consider the rewards for these categories:

Weekly top 20 Merits

Top 20 Achievers over the half-term/term

100% attendance and punctuality

No sanctions over the term

Outstanding students per year group

Best in class (Morning section)

Most praised

Pupil's choice

Pupil of the week/month/term

# Management

The key to the successful implementation of sanctions is firmness, fairness and consistency. Sometimes a quiet word before the lesson with some pupils will have a greater effect. Often clear instructions will reduce negative behaviour.

## Expectations:

Dress Code:

1. White Kalidar Kurta / Jubbah / Thoub – - long down to half of the shin with a Darul Uloom badge on the pocket
2. White Silwar (trousers)
3. Black colour socks
4. White Topi (Hat)
5. White turban (optional and recommended)
6. Black fleece/jumper/cardigan (optional)
7. Black blazer - with a Darul Uloom badge on it

Items unacceptable in the school:

1. Any type of jewellery
2. Denim or leather jacket
3. Trousers
4. Designer tops and jumpers
5. Mobile phones in classes

## Stationery

All students must bring the following stationary with them to the school every day:

1. Black and Blue Pen
2. Ruler
3. Geometry Set
4. Calculator
5. Rubber
6. Pencil & Sharpener
7. Dictionary

## Conduct:

Students should never:

1. Swear
2. Be rude to staff or fellow students in any way
3. Talk back to the teacher
4. Disobey the teacher
5. Raise their voice with the teacher
6. Damage property or talk ill of the school
7. Use their mobile phone during school time
8. Shave or trim their beard

Student should always:

1. Show respect to their teachers
2. Keep the school clean
3. Observe the Sunnah – the example of the Prophet Muhammad (peace be upon him)
4. Be kind to fellow students
5. Be prompt for classes
6. Show dedication for knowledge
7. Address their teachers with Ustadh
8. Wear the Sunnah dress
9. Complete their homework
10. After lesson, ensure that class room is tidy & clean

11. Always wear the correct uniform
12. Always bring the correct stationary

#### Classroom Expectations:

1. Students should line up outside the classroom until, or unless, they are instructed by their teacher to enter
2. They should have ALL of their equipment required for that lesson, ready to learn
3. Once they enter their classrooms they should stand behind their benches/chairs
4. They should begin by giving salaam as a class followed by a du'a
5. They should proceed to their seats. In a class with benches: They should then sit in tashahud position (top side of the foot and shins facing the floor and knees facing the front). If due to inabilities students are unable to sit in this position students may be granted to sit in a more desirable position with permission
6. Students will be expected to maintain their focus for the lesson by abstaining from communicating with other students without permission
7. Students should raise their hands if they wish to speak – at no point should they shout out
8. Students should always remain seated – if they wish to leave their seats for any reason, they must attain permission from the teacher in-charge
9. To leave the classroom students must receive permission from their teacher and can only leave with a Out-of-class Permission Pass and must return within the time specified
10. All tasks must be completed to the best of one's ability
11. At the end of the lesson, before leaving, students should stand behind their benches/chairs once again and read kalimah Tamjid
12. All benches/chairs must be arranged in an orderly manner according to the class's proper arrangement
13. The class should be left clean and tidy
14. Students will leave the class in an orderly fashion

#### Role of the Behaviour Officer:

1. The Officer in charge of behavior is **Mohammed Ba-Wazir**
2. All incidents and concerns are to be reported to him
3. On a weekly basis he will evaluate the behavior and use it to train and support better management in classrooms and outside it

#### **BEHAVIOUR MANAGEMENT STEPS:**

Darul Uloom rules and expectations should be made clear to all the students by reminding them every lesson. This can be done vocally, by pointing to a poster with the set of rules present or by asking a student to remind everyone. Also, a reminder can take place when a rule is broken.

After all the students clearly understand the rules, you need to follow a step by step system in controlling the class. Before following the steps, explain to the pupils that merits will be given for good behaviour, attitude and class work and a person breaking the rules will not be given a merit (discuss the values and perks of attaining merits).

**Step 1** – When a pupil breaks a rule, he should be asked, “what rule did you just break?” If the student is unsure then clearly clarify the broken rule or ask another pupil to clarify it.

**Step 2** – After the pupil clearly understands his mistake, write his name on the board. Explain this is his first warning/consequence.

**Step 3** – If the pupil persists by breaking another rule, then remind him again that breaking a rule will result in another warning/consequence.

**Step 4** – If the pupil continues to break the rules, then write x2 (times two) next to his name. Explain to him that this is the second warning/consequence. At this point the student should be moved away to the front/back of the class away from others.

**Step 5** – If after moving the pupil further rules are broken, write x3 (times three) next to his name and write a statement of behaviour into the HUB behaviour referral system.

The senior management team will decide whether or not to sanction a tarbiyah. Tarbiyah sessions are arranged during break times and after school by the Behaviour Officer. When a student receives three or more tarbiyah sessions in one week, he will be placed on a green report, his parents will be notified via a phone call and (or) letter and he will be required to stay after school on Wednesday and Friday until 6:30pm. If no improvement is seen for one week while on a green report then he will be placed on a red report. This is the pupils' last chance to improve his behaviour, attitude and class work. If no change occurs, the senior management team will make a final decision whether this student is suitable for the Madrasah or not.

At no point can a student be sent to the office for misbehaviour. All teachers must refrain from using any abusive language and intimidation. Teachers must show professionalism, a caring attitude and always remember they are models for the pupils. If there is an extremely serious matter where a student cannot remain in the class, then the Senior Management must be informed and permission must be obtained to send the student out. Teachers should always remain calm and controlled in any given situation. Follow the steps above to ensure consistent quality control.

## **SANCTIONS LINKED TO LATENESS**

If a student arrives late without a letter from his parent then he will receive a warning which will be recorded. A second late in a week will result in a sanction. A third late in the week will result in a phone call home. If lateness persists then parents will be informed and will be requested to come in for a meeting with the Senior Management.

Furthermore, students will also be monitored for their punctuality every lesson. Those who attend classes late will be issued with a late slip in order to explain their reasons and further action will be taken at the discretion of the senior management.

## **SALAAH**

The most important event within the school/madrassa is Salaah. The status of Salaah needs to be recognised by all the students. Before each congregational Salaah targheeb for a few minutes should be given to all the pupils regarding the importance and virtues of Salaah. Alimi teachers should include Hadith on Salaah within their lesson starters.

- When pupils enter the hall for Salaah there should be an expectation of silence and this should be strictly enforced for staff and students
- When pupils are being brought to Salaah the teacher should accompany them into the hall.
- Students should be seated in rows beginning from the right in tashahud position ensuring there are no gaps between them.
- Students should be reminded to read durood-sharif and tasbih whilst awaiting the Salaah
- For those pupils requiring wudhu once all classes have sat in the rows for Salaah those requiring wudhu will line up to be escorted by the allocated teacher(s) to the main wudhu place downstairs.
- Teachers must be at their designated posts and they must pray in the student's hall
- Wudhu should be done in silence and as quickly as possible

## **Management, coordination and implementation**

Management and coordination: SMT: Key roles – Mohammed Ba-Wazir and Azmol Ali

### **To be read in line with:**

1. Keeping Children Safe in Education Proposed Revisions September 2018
2. DU Policies: Safeguarding, Anti-bullying, Health and Safety and Equalities