



Rochdale Islamic Academy
inspire - believe - achieve

GIRLS' SCHOOL

Behaviour & Discipline Policy

Reviewed: August 2023
Next Review: August 2024

Approved by Board of Trustees: August 2023

Behaviour & Discipline

Statement

Discipline is an issue in which no compromise can be accepted. Islam emphasises the need for discipline as an essence to living. Based on the teachings of the Qur'an and the Sunnah of the Prophet Mohammed (Peace be upon Him), students are expected to help maintain an atmosphere conducive to learning with courtesy and mutual respect, have good Islamic manners and to show care for the school and its community as basic requirements of their religious identity. The emphasis is on promoting good conduct. This should result in the reduction and ideally the disappearance of misbehaviour.

Aims

- To contribute to mutual respect in accordance with the Sunnah of the Prophet Mohammed (Peace be upon him)
- To encourage adherence to an agreed set of principles of behaviour, both in and out of the classroom.
- To gain the agreement and support of all staff, parents, and students.
- To acknowledge academic, personal, religious, and curricular achievements
- To develop a consistent pattern of rewards and sanctions which are known, understood, and agreed by all.

In addition to these guiding principles there are some firm rules which everyone should know, and which are necessary for

- The safety and well-being of everyone at the school
- The reputation of the school community as a whole
- The protection of school property and the wider environment

The aims of this policy are to promote good behaviour amongst pupils and to promote and safeguard the physical and mental welfare of pupils at the school. We want to encourage students to accept responsibility for their behaviour and to understand the sanctions that may be adopted in the event of pupil misbehaviour.

Where necessary the school will take on an individualised approach to maintaining good behaviour and managing poor behavioural incidents. This involves discussions with relevant pupils, and once investigations have been done, discussions with parents, whether it be over the phone or in person.

The school is mindful of behaviour issues that can occur when pupils make any transition or join the school midyear. Form tutors take an active role in overseeing their form groups.

Prohibited items and search of possessions

The school respects everyone's right to privacy however if the school has reasonable grounds to believe a student may be in possession of a prohibited item e.g., dangerous weapons, tobacco of any sort including vapes and e-cigarettes, mobile phones, drugs or any indecent things, searches can be carried out on student's possessions including bags, lockers, and blazers in a justified and reasonable way. Students will be questioned, found items will be confiscated, and the matter will be dealt with. Investigations include taking written and verbal accounts from students, checking CCTV footage where possible, asking staff members for feedback etc. Once investigations are complete, parents will be made aware and relevant sanctions will be put into place. Sanctions will be given according to individual circumstances.

Bad language

Pupils must not use bad language; it is unnecessary and insulting to others, and demeaning to the person who uses it. Using bad language is completely unacceptable and against the Islamic ethics of the school. Language which is offensive to pupils or staff relating to a protected characteristic, e.g., that which is racist, homophobic, or transphobic will not be tolerated, even when meant as a joke amongst friends.

Mobile telephones

Pupils with consent forms can bring their mobile phones but they must be put into the allocated phone box on arrival and departure from school. Mobile phones are strictly prohibited and must not be brought into school.

Alcohol, tobacco, drugs, weapons, and other banned items

Pupils can be liable to permanent exclusion from the school for any serious breach of this rule.

Pupils must not be under the influence of or to have in their possession while under the jurisdiction of the school or while travelling to and from school:

- Any tobacco or tobacco product including vapes and e-cigarettes
- Any alcoholic liquor
- Any dangerous or classified drug or steroid
- Any other harmful; substance
- Any computer/electronic device
- Any knives or dangerous weapon or other item that might endanger their own safety or that of others

Serious misconduct

The main categories of misconduct which are serious breaches of discipline include:

- Supply/possession/use of certain drugs and solvents and substances intended to resemble drugs, alcohol, or tobacco
- Possession/supply/use of e-cigarettes and vapes on the school premises
- Theft, blackmail, physical violence, intimidation, racism, or persistent bullying
- Suspected criminal activity
- Physical, emotional, or sexual misconduct or abuse
- Vandalism
- Persistent behaviour or attitudes which are inconsistent with the school's ethos

Behaviour incidents online

The way in which pupils relate to one another online can have a significant impact on the culture at school. Negative interactions online can often be brought into school. Students should behave in the same respectable and dignified manner online as expected in school.

Inappropriate online behaviour including bullying, the use of inappropriate language, the sharing of inappropriate images and videos should be addressed in accordance with the same principles as offline behaviour.

Many behavioural concerns can stem from online situations and although parents are responsible for this behaviour, if this is brought into school it will be dealt with accordingly.

Vandalism, graffiti, and litter

Vandalism and graffiti writing/drawing, including the defacing of books or notices, on school premises and elsewhere are regarded as serious breaches of school discipline. Pupils should report, in confidence to a teacher, any incident of damage. All pupils should take pride in their school environment. All pupils should help to keep the school clean and tidy. Chewing gum must not be brought onto school premises. Litter should be picked up and disposed of properly.

Bullying

As members of Rochdale Islamic Academy students are expected to be always courteous and polite to others. The school has zero-tolerance on bullying; any student found to be bullying will be dealt with in accordance with the anti-bullying policy. All cases of bullying will be thoroughly investigated, parents will be informed, and bullies may be excluded from school (see school Anti-Bullying policy).

Violence & Fighting

Students found to be violent either towards another student or a member of staff will be immediately excluded from school. Parents will be notified immediately and will be asked to pick their child up from school.

Sanctions

Students have a right to expect fair and consistently applied sanctions for poor behaviour and which make a clear distinction between serious and minor infringements of school rules.

Planner/Class Dojo Comments

It is essential that staff combine firmness with an acceptance that many young people will occasionally make genuine mistakes which do not need pursuing. We need to make a clear distinction between carelessness and deliberate intent to disobey school rules.

Negatives

In addition to the warnings for misbehaviour, negatives will be issued to students for poor conduct. Teachers are to ensure that they give out negatives only for the reasons set out in the negative sheet and that they are not handed out for minor things as this will undermine the whole system. Negatives are to be recorded by teachers on Class Dojo. Form tutors should monitor the negatives for their form groups and reprimand any students persistently being given negatives. Negatives will be given to pupils when they receive a second and third warning.

When students receive negatives consistently then there will be further consequences i.e.

- 5 negatives Form tutor will be notified
- 10 negatives Parents will be notified via a phone call
- 15 negatives Parents will be called in for meeting
- 20 negatives student will be put on report
- 25 negatives student will be in isolation for 1 day

Any students who receive more than 20 negatives in a term will not be allowed to partake in any class reward, should their class win something at the end of the term. Any student receiving excessive number of negatives may not be allowed to go on school trips or any school excursions during the term.

Managing poor behaviour

A high level of self-discipline is expected from our students. When behaviour does not meet our expectations, it will not be ignored. On some occasions action is needed to manage the behaviour and depending on the severity and nature of the inappropriate behaviour the sanctions could include:

- A verbal reprimand and/or reminder of the expectations of behaviour.
- Isolation in or out of class.
- Loss of part or all of break/lunchtime.
- School-time or after-school detention.
- Loss of privileges – for example the loss of a responsibility or loss of a reward.
- Phone call home or meeting with parents.
- School based community service, such as tidying a classroom.
- Behaviour report.
- Behaviour contract.
- Suspension.
- Permanent exclusion.

There may be times when students need to be kept behind after school. As a school we have a time limit of 15 minutes after which parents will be notified. Anything longer than 15 minutes would be registered as a formal detention.

Formal warnings

A formal warning may be issued to pupils by teachers. It may be given for an infringement of school rules which does not earn isolation or school detention. Teachers should make it clear why a formal warning has been given.

Detention

The school is legally entitled to set and impose detentions and does not require parent/carer permission to do so. Detention can take place in-school and after-school. If the student fails to be there without a reasonable excuse, the school may give them a more severe punishment.

If a student doesn't attend a detention, it will be recorded as a skip. Skipping detention will result in an additional day of detention, whether it be in-school or after-school. The second time a student skips a detention will result in one day of in-school suspension.

If a parent shows clear disregard to the school rules, ethos, and policies by refusing a detention for their child then school will implement a suspension period whilst the matter is referred to the trustees who will decide how to proceed. Trustees are within their rights to extend the suspension or implement a permanent exclusion.

Suspension and exclusion

A pupil may be excluded or suspended for very serious breaches of school discipline or a serious criminal offence. Parents will be contacted, and pupils may be suspended from school for a fixed term. In the last resort, pupils may be permanently excluded.

All pupils are entitled to an education where they are protected from disruption and can learn in a calm, safe and supported environment. Suspension and exclusion may be used in response to serious incidents or in response to persistent poor behaviour which has not improved following in-school sanctions and interventions.

Behaviour Contracts

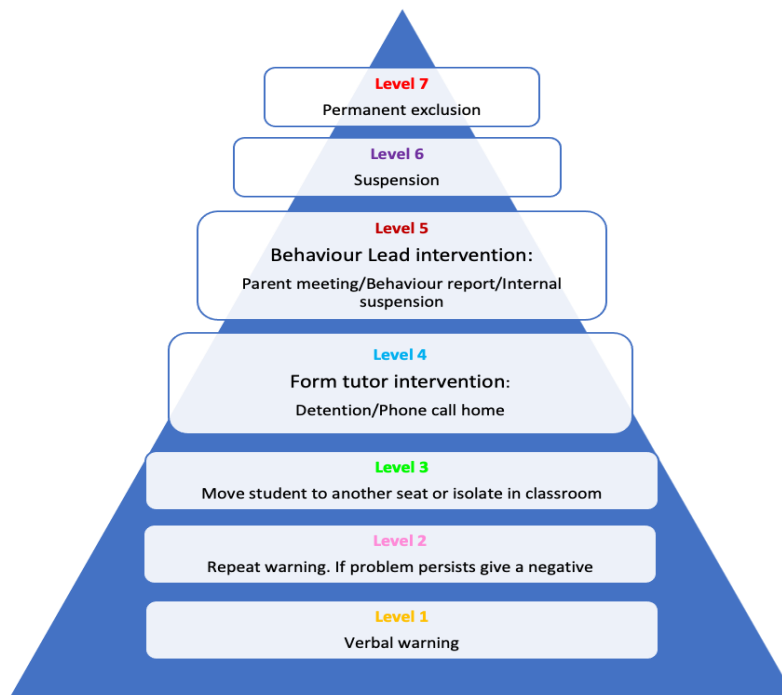
If a student continues to misbehave despite numerous warnings and sanctions having been put in place, a behaviour contract is sometimes drawn up. This is an agreement between the student, her parents, and the behaviour lead/Headteacher. Targets are identified for the student and written up as part of the contract terms and conditions, which means that if the student does not show improvement in said areas, and misbehaviour is continued then the contract will be broken, and the student can be permanently excluded from the school.

Supporting pupils following a sanction

Following a sanction, strategies should be considered to help all pupils to understand how to improve their behaviour and meet the behaviour expectations of the school. These might include:

- A targeted discussion with the pupil, including explaining what they did wrong, the impact of their actions, how they can do better in the future and what will happen if their behaviour fails to improve. This may also include advising them to apologise to the relevant person, if appropriate.
- A phone call with parents
- Referral to the in-school well-being department
- Inquiries into the pupil's conduct with staff involved with teaching, supporting, or supervising the pupil
- Inquiries into circumstances outside of school, including at home, conducted by the designated safeguarding lead or a deputy or headteacher
- Considering whether the support for behaviour management being provided remains appropriate.

Negative Behaviour Pyramid



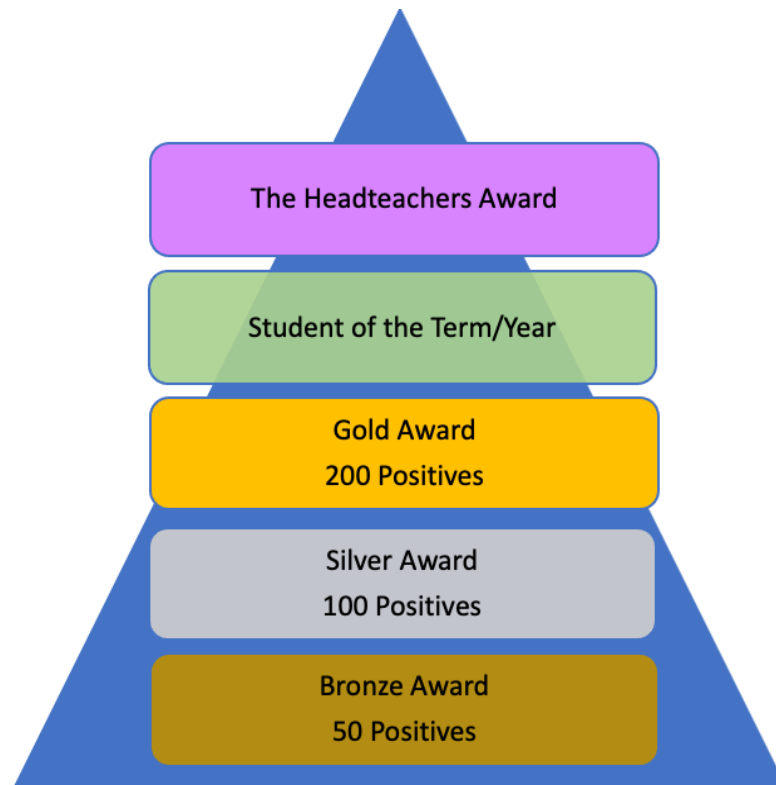
Lateness To School

Lateness to school is dealt with by the Attendance Officer as the attendance and punctuality policy states.

Attendance Certificates

These are awarded for full attendance to individual students at the end of each term. Good attendance is important in all stages in the pupil's school career.

Positive Behaviour Pyramid



Positives

Teachers are to ensure that they are consistent in awarding positive points to all pupils throughout years 7 to 11. Teachers should only award positives for achievements set out in the positives sheet.

Positives should be awarded to students after accomplishing any academic or personal achievements. Positives can be recorded in the student's planners if teachers wish but **must** be recorded on Class Dojo. Weekly spreadsheets are downloaded from Class Dojo to keep a record of positives and negatives. Form tutors must also go through the Class Dojo points with the students every week, so they are aware of how they are doing.

At the end of each term the positive points will be totalled by the Behaviour administrator. The students that achieve a certain number of positives will be awarded with a certificate and maybe even an activity, event, or reward. Furthermore, at the end of the year any individual student who has achieved the most points and zero negatives will be given a special award in recognition of their achievements. Rewarding achievement is a very important means of motivating students and informing parents of their child's achievements. A number of methods have been selected.

In addition to the positives system, various other methods are used by staff to reward achievement including:

- Verbal Praise.
- Written comments in planner or on Class Dojo.
- Positives for good work/behaviour.
- Subject certificates.
- Awards and Rewards.
- Good news postcards.
- Headteacher's Award and many more.

Student Of the Term (Nominated by Staff)

A student is nominated for this award at the end of each term. The criteria for this:

- Outstanding Behaviour
- Excellent attitude towards work
- Excellent effort
- Completes homework on time
- Respectful and courteous
- Helpful and thoughtful to others needs

The student is awarded a special award (certificate) in recognition of their achievements.

Good News Postcards

Postcards sent home to parents (at the end of the term) acknowledging ongoing effort and achievement.

Special rewards

Students with the most positives or who show outstanding behaviour and effort may be taken out for a day trip or a fun activity. This is to help motivate and promote good behaviour for all students.