

# Behaviour Policy

The school has implemented an integrated approach to managing pupil behaviour. The policy is based on guidance taken from Behaviour in schools Advice for headteachers and school staff September 2022 and the Keeping children safe in education 2024 Statutory guidance for schools and colleges September 2024, although the standards do not require that this guidance **must** be followed. **This policy should be read in conjunction with the Behaviour Curriculum which deals with the day to day conduct expected of students.**

# Rewards

Rationale

The appraisal system provides an opportunity to record praise of any achievement as well as under performances in work and behaviour. This information is then communicated to pupils and guardians by certificates, letters, meetings, reports and rewards.

Purpose

To encourage sustained/improved effort, achievements and behaviour

To record the progress of each pupil and to inform pupils of their progress

To inform guardians of their child’s progress.

Merits Criteria-Guidelines

Pupils may be rewarded merits, these should encourage students to improve their effort, behaviour etc.

The system should be such that all pupils feel that they can compete and gain these merits.

Merits should be awarded for homework, classwork, good behaviour, excellent test marks etc. Improvement and achievement in any of the following areas can be awarded a merit:

* Improvement in the standard of achievement
* Showing a higher level of responsibility
* Making more effort
* Improving organisation and presentation skills
* A consistent improvement of levels overtime or an outstanding performance in a test or exam
* Showing more responsibility for own actions and a more positive attitude towards others
* Showing improved motivation and response to classroom activities
* Making extra effort over an agreed period
* Making extra effort in researching and presentation of work independently

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## Rewards

Pupils receiving the most number of merits from each year group will be rewarded at the end of the year.

Those students who come first and second from each year group in collecting merits will be rewarded in the final term.

## When to reward

Merits may be awarded by any teacher. No more than one merit should be awarded at a time. Merits will be collected by students in their merit booklets.

**Misbehaviour and sanctions**

Detention

A 30 minute after school detention may be issued without notifying guardians/parents.

Head of behaviour will be holding detentions in H2

Head of behaviour will only be monitoring detentions issued for misbehaviour. Detentions that are issued for incomplete work must be monitored by the teacher issuing the detention.

If a longer detention is issued guardians should be notified, it is the responsibility of the teacher issuing the detention to notify the guardian.

Teachers may not issue a detention longer than 30 minutes (an extended detention) without talking to a member of SMT

The teacher issuing the extended detention must monitor the pupil/s during their detention

If a teacher issues the same students with more than three detentions/extended detentions within a mid-term the teacher must show evidence of other forms of intervention to the SMT before issuing more detentions.

Other forms of intervention may include: calling the guardian, arranging a meeting with the guardian, providing extra academic support, rearranging the seating plan, having a discussion with the student etc.

However, if a student receives more than three detentions, from multiple teachers, in a mid-term a meeting must be held with the head of behaviour and all relevant parties.

All detentions must be logged on the school system

The table below explains and gives examples of the four levels of misbehaviour and their corresponding sanctions. The following points must be noted:

* All forms of misbehaviour must be logged on the school system regardless of levels or sanctions
* Persistent misbehaviour of a lower level may be treated as a higher level
* This is not an exhaustive list of all sanctions and misbehaviours
* Should any new incident occur teachers will use their discretion to determine which appropriate level of sanctions to administrate
* All misbehaviours and their sanctions are to be decided by the teacher, these are merely guidelines

Level 1

Talking during task

Unsettled in seat

Disturbing others

Incomplete HW

Poor book presentation

Copying homework

Running in the building

Ignoring instructions

Not having lunch (without a valid reason)

Eating and drinking outside of break and lunchtime without permission

Suggested sanctions:

Move pupil to another seat

Note in diary

Discussion with the pupil

kept after school

made to stand

Level 2

Talking while the lesson is being delivered/ while the teacher is talking

Late to lesson without a valid excuse

Throwing any object

Lack of equipment

No attempt to do homework

Inappropriate language

Inappropriate scribbling in books

Graffiti on school property

Inappropriate use of Homework dairies

Pushing others

Not following instructions

Buying and selling of any items/food

Skipping detention

Lying

Not praying salah properly

(lunchtime) messing around with food

(lunchtime) making excessive noise

Loitering during and after school

Incomplete class work

Incorrect Uniform

Suggested sanctions:

Contact parent

Refer to tutor

Refer to head of behaviour

Issue a half an hour detention

Issue a lunch or break time detention

Level 3

Bullying of any kind

Skipping lesson

Talking back to a teacher/ member of staff

Swearing

Making racist comments

Vandalising/damaging property

Being disrespectful towards members of staff

Skipping Fardh Salah

Calling students from outside of school for fights and conflicts

Bringing in Contraband

Truancy

Fighting

Suggested sanctions:

Send to a member of SMT/ Head of behaviour

Statements may be taken from all those involved

Call parents in for a meeting

A pupil may be put on to report

Internal suspension

Fix period exclusion

Permanent exclusion

Level 4

Any form of involvement with: Drugs, Knives (weapons), alcohol, Adult/inappropriate content

Vandalising

Fighting outside of school

Smoking

Using any object as a weapon

leaving school premises without permission

stealing

Obscene or abusive language to staff or students

Suggested sanctions:

Meeting with parents and SMT

Permanent expulsion

### Stage 1

#### In Class: teacher & form tutor

* If a pupil misbehaves teachers should issue **up to** **2 warnings**.
* If misbehaviour continues for the 3rd time, pupils will be issued with an after school detention(following the guidelines explained previously). The detention may be for a maximum of 30 minutes.
* If a student continues to misbehave after these stages it will be recorded on the student’s profile and brought to the attention of the head of behaviour.

### Stage 2

* If misbehaviour continues after this, the head of behaviour will hold a meeting with the head of year and other relevant parties to discuss what can be done to help improve the child’s conduct/behaviour.
* At this point, extended detention may be issued for a maximum of one hour, following the procedure mentioned above
* Parents/guardians may be asked to come in at this point

### Stage 3

#### Referral to Principal/ Head Teacher

* Class Teachers should only refer a student to the Headteacher / Principal for extreme or persistent misbehaviour.
* The Principal will speak to the form tutor and head of behaviour, check written records have been handed in.
* The student will then be placed on the **Weekly Behaviour Report System\*\*.** All teachers are to fill reports in and monitor the pupil.
* If the overall report is good, the pupil carries on with school as normal, if it is bad or the pupil continues to misbehave, parents will be contacted and seen in person and the pupil may be issued with a **suspension of up to 1 week**. Both parents should be present where possible.

\* If teachers cannot manage to contact parents they may send a sealed letter where parents must respond by signing and returning it. If that letter is not sent back with the pupil he may be sent home.

\*\* There will be three levels of reports (green, orange and red). If a student doesn’t improve his behaviour after being put on the red report it will be dealt with as a level four breach of rules.

### Stage 4

#### Final Warning

* After any suspension, the pupil will be put on a **Weekly Behaviour Report** and monitored. Bad or continuous misbehaviour will lead to a progression through the reports, finally parents being contacted and seen in person and the pupil will be issued with a firm and **final warning** of expulsion. (A letter will be sent out to parents for verification).
* **No improvement** - If it is found the improvement is not sufficient all evidence will be gathered and a final meeting will be held with the guardians in which the student will be permanently excluded if a reasonable alternative or compromise cannot be found.

## Immediate problem

If a serious problem occurs in a classroom or around the school which requires immediate attention, one of the following procedures may be adopted:

* Send pupils to the School Office with a note.
* Send a responsible pupil to the School Office to summon help.
* In exceptional circumstances accompany the pupil to a senior member of staff. If the incident happens during a lesson if it is advisable, if possible, to ask a colleague to keep a watch of the class.
* Pupils will not be sent back to the classroom unaccompanied.
* Every effort will be made to deal with disciplinary problems in a consistent manner.
* Placing pupils outside a classroom for any length of time should be avoided. This must be only for a short cooling down period (no more than 5 minutes).
* Pupils must not be sent to the disciplinary officer’s classroom or the principal except by prior arrangement.

**Strategy to implement rules**

***Procedures***

Empowerment means staff intervening openly but professionally when school rules are breached. They must try to resolve the situation there and then but record the nature of the incident if serious in slip provided.

The disciplinary officer is a key figure in the school and he must meditate on how the individual is to be dealt with.

If after some time, detention and other remedial measures have failed to correct the behaviour, the pupil will then be put into the list of pupils causing concern. These pupils cases will be discussed in the staff meeting and appropriate action will be taken.

If the previous actions have failed to correct behaviour, then the pupils leave themselves liable to permanent exclusion.

**Suspensions and Exclusions clarification.**

Only the Headteacher may suspend or exclude permanently a student. In addition to all of the above information parents should be aware that the Headteacher will exclude any student whose parent is abusive, aggressive or violent. We do not tolerate threatening behaviour at Mazahirul Uloom London wherever it originates. It is impossible in one document to cover every eventuality, suffice to say that in every case where suspension or exclusion is considered the Headteacher’s judgement and decision is final. (Although decisions can be appealed – full details and assistance will be given to parents of excluded students).

***Appeals Process***

Any parent of an excluded child has the right to appeal the exclusion. This should be done ideally within 6 days of the notice of exclusion if possible. The appeal must be in writing and addressed to the Principal and Governors of the school. The letter should state on which grounds the appeal is being made.

The school will respond to any appeal within 14 days, most likely earlier.

This guidance updates and supersedes any previous guidance issued by the school.

**Monitoring and review**

**Reviewed June 2025 Review June 2026**