



# **Behaviour for Learning Policy**

**Last Updated: September 2021**

**To Be Reviewed: September 2022**

## Context

At Al Risalah School, our Behaviour for Learning Policy aims to:

- reflect the Muslim & British values of Al Risalah School by promoting a culture based on achievement, care and support
- ensure high standards of behaviour both in and out of the classroom
- ensure students show respect, courtesy, understanding and kindness in relation to others and not cause harm or distress to others through words or actions
- create a positive and safe climate for learning so that all students can make progress
- ensure students understand what is expected of them, are accountable for their behaviour and accept responsibility for their own conduct and to encourage students to respect one another
- reward good behaviour and address unacceptable behaviour with consistency and fairness

To achieve these aims Al Risalah staff will have a shared definition and expectation of good behaviour; they will be supported by clear systems to ensure they are skilled at managing and improving student behaviour consistently and fairly. All staff should reinforce our culture of respect by making explicit the desired standard of behaviour. Staff will address student concerns appropriately.

## Equality of Treatment

The school will ensure that there is no differential application of the policy on any grounds, particularly ethnic or national origin, culture, religion, gender, disability or sexuality. This will be regularly monitored. Please refer to School Equality Policy for further details.

## Core Values

Al Risalah students have the welfare of others at heart and the chance to serve others is a valued strength of the school. Our Muslim values permeate throughout the school and the religious, spiritual and moral development of students guides all that we do. ***Prophet Muhammad (Peace be Upon Him) said: 'The dearest to me amongst you is he who is the best of you in conduct.'* (Bukhari).** Our code of conduct underpins the way we behave towards others and we place a high value on the universal values of equality, respect, integrity, tolerance, justice and honesty.

## Core Principles

We aim to encourage a belief in the power of learning and the value of education for all members of

our school community. We have a passion for excellence and aim to instill a love of learning for all of our students. All students are expected to display behaviours which show respect for their own learning and the learning of others. Our students are regularly reminded that poor behaviour impacts on others around them. Every member of staff is expected to manage those students whose behaviour disrupts learning. We expect the highest standards of work and behaviour that will be recognised and rewarded; unacceptable behaviour will result in appropriate sanctions and intervention.

### **Core Strategies**

At the start of each year, staff and students are reminded of the school's expectations for excellent behaviour and our systems for rewards and sanctions. These are signed by the students and placed in their student files.

Students will engage in their learning and remain on-task if all staff employ a range of strategies that include:

- having high expectations of every student, in every class
- applying classroom routines, sanctions and rewards, consistently
- recording and dealing with all incidents promptly
- deploying a range of techniques and strategies to deal with behaviour in line with our code of conduct
- using language that is mutually respectful

### **Core Outcomes**

All students must:

- respect themselves and others, speaking courteously to all members of the school community and beyond
- respect the school environment
- take responsibility for their actions
- demonstrate high standards of behaviour at all times
- arrive at school on time
- wear the uniform correctly
- promptly arrive at lessons making sure they are ready to learn and display positive learning behaviours
- move around school in an orderly manner, walking quietly on the left-hand side of corridors

and holding the doors open for others

- respect our neighbours and the wider British community

### **Recognition of Achievement**

All students thrive in an environment where achievement in its broadest sense is recognised and praised; ensuring students also understand that good behaviour is highly valued. Our online merit system, fortnightly Headteacher Awards; monthly Department Competition Awards; Value Badges and termly Award Ceremonies are in recognition of:

- Exceptional achievement/excellent work
- Outstanding effort
- Progress towards reaching a target
- Positive attitude to learning
- Positive manners and excellent etiquette/acts of kindness,
- 100% attendance/punctuality
- Citizenship: participation in enrichment events, contribution to school life and community involvement
- Active demonstration of school values

At Al Risalah, we use a range of rewards to motivate our students including:

- Merits
- Gold Merits
- Department Certificates
- Head teacher Certificates
- Pin Badges: Excellence / Respect / Dignity / Community & Courage
- Gift Vouchers
- Money off trip vouchers
- Attendance of our yearly Thorpe Park Visit
- Trophies & Medals
- Pictures and a write up in our termly magazine

- Verbal Praise
- PlayStation4 Award
- Letters / Postcards / Phone calls to parents praising achievements

### **Support and Intervention**

Form Tutors at Al Risalah School support student well-being and monitor behaviours that are a cause for concern. Those students who need help to ensure their behaviour is to our high standards will be supported by members of the Senior Management Team and may be placed on a Behaviour Report to provide positive targets for them to meet.

### **Sanctions**

It is recognised that there may be times when a student does not adhere to the school's Behaviour for Learning policy. It is essential that students are informed as to the reason their behaviour is not acceptable. Subsequent sanctions may include:

- Detention during or after school
- Withdrawal of privileges either permanent or short – term
- Letter / Phone call home
- Meeting with carer / Parent

For detentions, we endeavor to give parents 24 hours notice via the 'C- Slip Notification system'. However, we may issue no-notice detentions in line with the amendment to the Education Act (January 2012). These may not be longer than 10 minutes unless authorized by the Head teacher.

### **The 'C Slip System'**

The 'C Slip' system was introduced at the start of the 2016/17 year. It was a result of feedback from both students, staff and parents. OFSTED also commented that we needed a policy which reflected that Behaviour for Learning also takes account of homework; quality of work and concentration levels in class. The objective of the 'C' system is to:

- Identify students who need behavioural support
- Identify students who need rewarding
- Produce clear evidence as to the overall picture of behaviour throughout the school
- Identify teachers needing support
- Make it easy for students and staff to understand that behaviour 'X' leads to sanction 'Y'

The rewards we offer were strengthened at the same time to ensure a good balance of both sanctions and rewards.

The 'C Slip' system makes behaviour everyone's responsibility as all staff, including Admin and Maintenance staff are involved. Form Tutors and Heads of Department play a central role in supporting their colleagues.

If a referral makes its way to the Head teacher, it will only be because a suspension or other exclusion has been recommended.

All slips are recorded on spreadsheets (currently) on a month by month basis. This provides a very accurate snapshot of any student, any year group at any time. All data is available to all staff on the Staff Share network; Behaviour Tracker folder. This information is of great help when making a decision whether a student needs a further sanction. It is also used to reward students and year groups:

- Each month a class is given the title 'class of the month'. Receives a certificate and a moving trophy.
- Each month students who have no 'C slips' are rewarded with the PlayStation lunchtime award
- Any student receiving no 'C slips' in a whole term receive our 'Excellence' pin badge

Parents are informed of any 'C slips' at the time of reporting. A separate sheet is attached to the main body of the student's report. Year 11 parents are updated on a monthly basis.

| LADDER OF CONSEQUENCE FROM SEPTEMBER 2018              |  | BEHAVIOUR IS OUR COLLECTIVE RESPONSIBILITY   |  |
|--|--|--|--|
| During Lessons (Including Form time and Cover Lessons) |  | Outside Lessons Inc. Outside School Building |  |
| C1   | Misbehaviour in class e.g. talking, off task, interrupting others, not following instructions, disruptive learning. NB lateness & lack of equipment (could be C3 at discretion of subject - check with Department expectations) to be recorded & slips handed to Admin.  | C1   | Any behaviour that is not in line with the ethos of Al Risalah, but not serious enough for a referral slip to be given e.g. being overly loud in corridors   |
| C1   | VERBAL WARNING (Late to lesson- time to be made up) (Teachers)   | C1   | VERBAL WARNING   |
| C2   | Subsequent poor behaviour and lack of response to C1   | C2   | Poor uniform, inappropriate behaviour: eating in the corridors, dropping of litter, low level discriminatory language, disorderly or over- loud movement around the school. Late for Prayer.   |
| C2   | WRITTEN WARNING- Name on board and time out in classroom with reflection card.   | C2   | REFERRAL SLIP / DIVERSITY WORKSHOP (for persistent discriminatory language)  |
| C3   | Persistent misbehaviour and failure to respond to C2 in the lesson or series of lessons, misbehaviour that compromises Health and Safety, inappropriate language. Incomplete or inadequate H/W. Sent out of class for disruptive behaviour. Lack of equipment in equipment heavy subjects such as Maths. Drinking without teacher permission.  | C3   | 3 or more referral slips/late to school more than once per half term. Running in corridors, running or jumping on stairs, running after prayer time (unless lunch).  |
| C3   | Record on 'C' slips. <b>Teacher detention</b> with note in planner and/ or contact home.   | C3   | <b>Admin/ Head for 30 minutes/ LATE DETENTIONS</b>   |
| C4   | Failure to respond to C3 in lesson or series of lessons, failure to attend C3 detention, swearing within earshot of a member of staff, rudeness to a member of staff, 2 h/w detentions within a week. No Exercise book brought to class. No PE Kit (or PE kit not conforming to school regulations). Eating / Chewing Gum. Stalling or loitering.  | C4   | Appearance of the same code on BM across a range of subjects, swearing within earshot of a member of staff; poor behaviour (that merits more than a referral slip) or failure to comply with staff instructions at break or lunchtime, 3 'C2' slips in a week, rudeness to staff, out of bounds. Salaah Misbehaviour / Juma (including before and afterwards). Chewing Gum.  |
| C4   | REFERRAL to HOD. <b>45 minute Teacher/ HoD detention</b> and parental contact - ensure slips are completed. Senior (HoD) homework detention. Could also include withdrawal from lesson within department and Subject Report.   | C4   | <b>HoD/ Admin/ Head for 45 minutes:</b> Prayer time disruption. Out of class without a permission tag. Major breach of uniform policy: E.G. Haircut; Shoes; Ties; Blazers including wearing trainers to school.  |
| C5   | Failure to respond to C4, including lack of homework, defiance (including deliberately missing detention). Truancy or leaving a lesson without permission, walking away from a member of staff, swearing at or about any member of staff (this can simply be backbiting), possession of prohibited items, behaviour likely to incite disorderly conduct in school including inappropriate expression of extremist views, failure to attend HOD Leader detention. Name calling, dishonesty, cheating, lying; stealing   | C5   | Failure to respond to C4, defiance (including deliberately missing detention), poor behaviour on the way to and from school, bringing the school into disrepute, walking away from a member of staff, swearing at or about any member of staff, dishonesty, lying; cheating; stealing, possession of prohibited items, behaviour likely to incite disorderly conduct in school, failure to attend Referral or Late Detention. Truancy, 3 or more 'C3', 'C4' behaviour slips in a month. Name calling.  |
| C5   | Refer to Form Tutor/ Internal Exclusion / Inform SG of any Safeguarding / CP concerns. <b>Teacher/HoD/FT Detention</b> /Subject or Behaviour Report/Follow   | C5   | REFERRAL TO FT. Monitoring group/SG /Referral to external agencies. <b>Senior Detention</b> by HT /Internal Exclusion. Agreed by Head  |
| C6   | Failure to respond to C5, violent conduct whether provoked or not/ bullying/ intimidation/ inappropriate sexual behaviour (maybe C7 at the discretion of HT), verbal abuse of any member of staff, searing at or about any member of staff/ intimidating behaviour towards a member of staff. Prejudice based bullying. Phones not handed in.  | C6   | INTERNAL EXCLUSION/FIXED TERM EXCLUSION- HT/REFERRAL to SAFEGUARDING/Loss of smart phone privilege/Subject or Behaviour Report/Meeting with Parents/Guardian   |
| C7   | Persistent failure to comply with School Disciplinary Policy, putting a member of staff at risk, violent conduct (unprovoked, premeditated or arranged) towards staff or students, possession or distribution of prohibited items or illegal substances, Vandalism of school property, persistent bullying, serious assault, putting the health and safety of the school community at risk (inside or outside of school), possession of an offensive weapon and any behaviour that is deemed serious enough by FT. Malicious use of social media and misuse of ICT at or outside of school | C7   | Persistent failure to comply with School Disciplinary Policy, putting a member of staff at risk, violent conduct (unprovoked, premeditated or arranged) towards staff or students, possession or distribution of prohibited items or illegal substances, Vandalism of school property, persistent bullying, serious assault, putting the health and safety of the school community at risk (inside or outside of school), possession of an offensive weapon and any behaviour that is deemed serious enough by FT. Malicious use of social media and misuse of ICT at or outside of school |
| C7   | <b>FIXED TERM EXCLUSION / MANAGED MOVE / PERMANENT EXCLUSION - HEAD TEACHER / SCHOOL GOVERNING BODY</b>  | C7   | <b>FIXED TERM EXCLUSION - HEAD TEACHER / SCHOOL GOVERNING BODY</b>   |

**DEPENDENT ON THE NATURE OF AN INCIDENT A STUDENT MAY BE GIVEN AN IMMEDIATE CONSEQUENCE THAT IS HIGHER THAN A CHIT** it is expected that those students who do not follow the Al Risalah Way will apologise for any inappropriate behaviour to the relevant persons/s

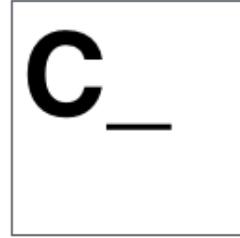
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**Behavioural Slip**

Name: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Year Group: \_\_\_\_\_

Referring Member of Staff (Initials): \_\_\_\_\_

Comment (if any):



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**Notification for FT of need investigate C5 - C7 Behavioural Referral**

Name of student: \_\_\_\_\_ Year Group \_\_\_\_\_ FT Initials: \_\_\_\_\_

Date: \_\_\_\_\_ Referring Member of Staff: \_\_\_\_\_



Please investigate the issue and decide if further action is required. A summary of the incident (s) is provided below. Any evidence already received has been attached.

Incident (s) Summary:

Summary Provided by: \_\_\_\_\_

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**Notification for HOD / SL / FT of need to issue a DBAT to student (s)**

Name of student: \_\_\_\_\_ Year Group \_\_\_\_\_ FT Initials: \_\_\_\_\_

Date: \_\_\_\_\_



Please ensure a DBAT is completed for the student and place into Form Tutor File in Admin 2. Please give at least 48 hours notice.

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**Time Out Reflection Card**

**\* Please fully complete with your best handwriting and English. If you refuse to cooperate you could automatically receive a further consequence. Your comments will be kept on file by your teacher.**

**Your FULL Name:** \_\_\_\_\_

**What I did / didn't do:**

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**Why my behaviour needs to improve:**

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**How I am going to make sure it will:**

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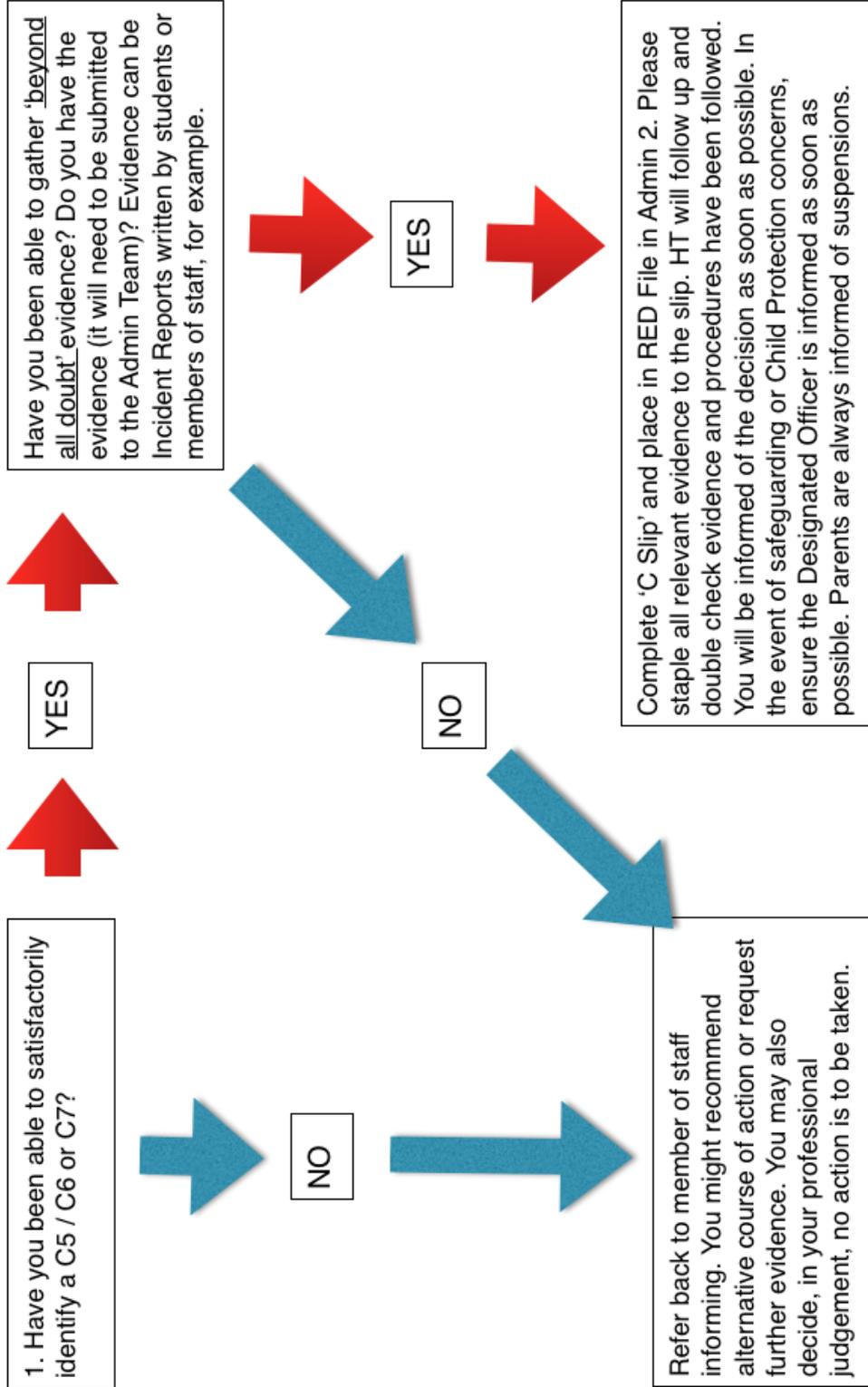
**Your Signature:**

**Today's Date:**

***You must ensure that you apologise quickly to your teacher. Failure to apologise may result in further action taken.***

**Form Tutor Internal / External Suspension Recommendation Flow Chart**

\* Follow these steps to help you decide if a suspension (either internal or external) is warranted.



**Sanctions Not Permitted**

To ensure children and staff develop mutually respectful relationships it is important that sanctions are not so extreme as to damage relationships. It is also important that children do not feel humiliated by a sanction - they should have some understanding as to why the sanction has been carried out and that it is in line with school policy. The following forms of sanction, are therefore, not permitted at Al Risalah School:

- The issuing of whole class detentions unless prior permission has been obtained from the Headteacher.
- The issuing of detentions lasting longer than 45 minutes without permission from the Headteacher.
- Making students sit or stand facing walls - this is absolutely forbidden
- 'Shouting' at students unless a health and safety issue is trying to be avoided
- Sending children out of class other than for excessive disruptive behaviour

### **Suspension and Exclusion**

As a school, we wish to support our students and decisions to suspend or exclude are not taken lightly. If a student's action warrants a suspension or exclusion this will be done in consultation with staff members, parents and the student. Please refer to the school Exclusion Policy.

There are certain occasions when a suspension will not need consultation such as fighting or leaving the premises without permission.

Decisions can be appealed; please refer to the Complaints Policy.

Please refer to the Suspension and Exclusions Policy for further explanation.

### **Anti-Bullying**

For our students to feel and be safe they need to be supported and protected from the impact of bullying. Al Risalah School also acknowledges its duties and responsibilities under the 2006 Education and Inspections Act, The Equality Act 2010 and the Children Act 1989. These place a duty on all schools to have measures to encourage good behaviour and prevent all forms of bullying amongst students.

Please refer to the School's Anti-Bullying Policy.

### **Behaviour beyond the school**

Students who breach the school's Behaviour for Learning Policy whilst on Al Risalah School business such as trips and journeys, sports fixtures or a work experience placement will be dealt with in the same manner as if the incident had taken place at the school.

For incidents that take place outside the school and not on Al Risalah business, this policy will still

take effect if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole.

This includes behaviour in the immediate vicinity of the school or on a journey to and from the school. Other relevant factors include whether the student is wearing school uniform or is in some other way identifiable as a student at the school and whether the behaviours could adversely affect the reputation of the school.

For acts of aggression which threaten the health and safety of others, the school reserves the right to involve the police. Equally, if the school considers that the behaviour might be linked to a young person suffering, or being likely to suffer significant harm, safeguarding procedures may be applied as required.

### **Screening and searching students**

The school acknowledges its duties and responsibilities under the Education Acts of 1996 and 2011, Education and Inspections Act 2006 and Health and Safety at Work 1974 in respect of screening and searching students.

Al Risalah staff have the authority to search students' clothing, bags or lockers without consent for any banned item where they reasonably believe that they are in possession of any of the items listed below:

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen or missing items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any item that has been or is likely to be used to commit an offence or cause personal injury or damage to another person or property
- Any item that could disrupt the classroom e.g mobile phone, iPods etc

This process will be governed by internal procedures and will only be undertaken by designated staff. As above, the school may give due regard to police involvement or initiating safeguarding processes.

Any of the above named items can be confiscated. Further items which are also banned may be confiscated and returned at the end of the academic year, including jewellery and non-uniform items of clothing e.g hoodies.

### **Extent of the Search**

When a search is required, there must be two members of staff present. The first member of staff conducting the search **must be the same sex** as the student being searched and must be a member of the Senior Leadership Team or Form Tutor (if the search takes place off site, the Trip Leader is authorised to search students).

The second member of staff acts as a witness. The member of staff leading the search must provide a statement of the search and the reasons for it for future reference.

Staff are not authorised to conduct an 'intimate search' which requires the removal of non-outdoor clothing. The Police must be contacted if an intimate search is required.

### **The Use of Reasonable Force**

Al Risalah School acknowledges its duties and responsibilities under the 2006 Education and Inspections Act in which all school staff members have a legal power to use reasonable force to prevent students committing a criminal offence, injuring themselves or others, or damaging property and to maintain good order and discipline amongst students.

It should be noted that staff cannot be directed or required to intervene but will be supported where reasonable force is deemed appropriate.

### **Malicious Accusations Against School Staff**

Al Risalah School recognises that there may be occasions when a student justifiably needs to raise issues about the actions of a member of staff and has procedures for dealing with concerns. However, where the allegation is clearly one of malicious intent or fabrication,

Al Risalah School will give due regard to the most appropriate disciplinary sanction to be taken which may include temporary or permanent exclusion, as well as referral to the police if there are grounds for believing a criminal offence may have been committed. The school will also take seriously inappropriate use of technologies including mobile and social networking sites which are targeted at members of staff.

### **Active Involvement of Parents/Carers**

Al Risalah School believes in the benefits of working in close co-operation with parents/carers and of the rights and desirability of parents being actively involved in the education of their child. The school will seek actively to involve parents/carers on behaviour for learning issues and will ensure that they know what is expected of their child. Approaches will include:

- Phone calls
- Meetings

- Letters
- Supporting students on reports
- Student Planners which allow for two way communication
- Follow up & routine communication
- Parents/carers are welcome to approach the school for informal or formal discussions about their child's education/behaviour with Form Tutor's/Subject Teachers.

### **The School's Commitment to Staff Development**

The school recognises that staff, especially unqualified staff, will need CPD in regards to behaviour management. Training will take place at the start of the year. Staff classroom management effectiveness will then be monitored through regular classroom visits and observations by the Head teacher and Heads of Department. The CPD library maintains almost a complete collection of the latest behaviour management professional development books and the website has many classroom management related resources.

### **Related Policies**

- Equality Policy
- Anti-Bullying
- Safeguarding Policy
- Exclusion Policy