

Al Mu'min Primary & Secondary School

FAITH *LEARNING* LIFE



Behaviour and Discipline Policy

September 2025-26

AIMS OF POLICY

- Maintain good discipline and order in the school,
- Promote high standards of behaviour and conduct at all times,
- Encourage students to take responsibility for their own actions,
- Support students in correcting their behaviour,
- Provide clear guidelines to ensure fairness and consistency in implementing the policy.

SCHOOL ETHOS

- Provide a safe, caring and supportive environment, in which all students feel secure and happy.
- Promote self-discipline and good working habits.
- Encourage students to show respect, honesty, consideration and politeness towards each other.
- Instill a sense of pride, shared responsibility and community in the school.
- Enable all students to benefit from and contribute to school life fully.
- Provide a positive learning experience with good discipline in which all students are encouraged to realise their full potential both within and outside the classroom.

Teachers, students and support staff have a collective responsibility to maintain and uphold the ethos of the school both in and out of school. All members of staff are expected to encourage good behaviour and respect towards each other.

SCHOOL RULES

The school rules reflect the ethos of the school and are needed for the:

- Safety and wellbeing of both students and staff,
- Protection of the environment and personal/school property,
- Academic progress and personal development of the students,
- Reputation of the school.

Any breaches to school uniform rules may also result in sanctions being imposed which are outlined in this policy.

The school rules are based on three principles:

BE PREPARED TO LEARN

Be well presented in full school uniform
Be punctual to lessons – line up quietly outside the classroom
Put your equipment and Homework diary on the desk at the start of the lesson
Follow the teacher's instructions
Participate in lessons to the best of your ability
Write homework in your planner clearly

RESPECT EACH OTHER

Be polite to each other and to members of staff
Do **not** use foul language
Listen carefully in lessons and do not distract others
Do **not** 'call out'
Do not handle the property of others' without their permission
Walk sensibly on the **left-hand** side - give way to members of staff and visitors
Do **not** loiter in the corridors

RESPECT OUR SCHOOL

Do **not** litter
Do **not** eat dinner anywhere except the dining hall
Do **not** chew gum
Do **not** enter areas which are 'out of bound'

The following types of behaviour are classified as SERIOUS MISCONDUCT:

Theft
Cheating or plagiarism
Graffiti, damage or vandalism of property belonging to the school or another
Bullying
Racist language or behaviour
Physical fighting
Bringing any banned item to school
Abusive, aggressive or challenging behaviour towards a member of staff
Inappropriate use of any electronic device
Truancy
Smoking

Buying, selling or trading of ANY items

Any kind of behaviour which may risk serious damage to the reputation of the school

List Of Banned Items

Weapons e.g. knives or blades

Tobacco products e.g. cigarettes including E-cigarettes Shisha pens

Lighters and matches

Alcohol

Illegal drugs

“Legal High” substances

Aerosol cans or sprays of any description e.g. deodorant

Fireworks

Pornographic images of any kind (including images on electronic devices)

Laser pens

Solvent based products e.g. correcting fluid

Any item that has been, or is likely to be, used to cause injury, damage to property or commit an offence

A student or a student’s possessions may be searched with or without her consent if there are reasonable grounds to suspect that she has a banned item from this list.

However, force can only be used to search for a prohibited item.

IMPLEMENTATION OF BEHAVIOUR & DISCIPLINE POLICY

The school rules will be amended from time to time and apply to all students at all times when they are at school, representing the school and/or wearing school uniform in or outside the school premises – this includes travelling to and from school.

- Regular meetings (staff, pastoral, SLT) involving staff are planned throughout the academic year to discuss issues relating to behaviour.
- School rules will be clearly displayed and around the school. They will also be reinforced at every opportunity in our daily routine including:
 - Whole school, year and special assemblies
 - Form time
 - PSHE lessons
 - SMSC enrichment activities

- Regular discussions are planned between students and form tutors during form time to reinforce the school rules.
- Relevant information will be relayed to all staff efficiently,
- It may be appropriate to contact outside agencies including a student's previous school who displays disruptive behaviour,
- SLT will need to be informed when staff would like to involve parents in discipline issues,
- Opportunities such as assemblies, prayer times are taken to remind students of the expectation of the school,
- Meetings with Prefects and the School Council are used to gather feedback from students and their opinions with regards to the behavioural procedures and the school's approach to promoting positive behaviour patterns,
- Weekly review of behaviour by the pastoral team are planned,

Students will also be familiarised with the school policies, regulations and procedures (in addition to the school rules) which they are expected to follow at all times. These include:

- Sign in at reception when arriving late for registration,

REWARDS

- Rewards are given to motivate and encourage students to develop positive working habits, attitudes and behaviour. The rewards system is also used to recognise high levels of school attendance.
- Teachers are expected to apply rewards and sanctions consistently and fairly.
- Staff may use their own rewards system within their classroom to promote positive behaviour.

All rewards will be issued fairly and consistently in accordance with the school's Equal Opportunities Policy. The school rewards system should be used appropriately to promote positive attitudes and behaviour and to recognise contribution to the school community:

Verbal praise by all staff

Annual Reward Trip – students who have achieved a high level of attendance and have maintained good conduct throughout the year are invited

Merits System – merits are awarded for effort and achievement in subjects:

25 merits	-	Postcard sent home electronically
50 merits	-	Bronze award (certificate)
75 merits	-	Silver award (certificate)
100 merits	-	Gold award (certificate)
150 merits	-	Head Teacher's award (certificate)

Prefects System – the selection process for year 7 and 11 students as 'prefects' is based upon excellent standards in behaviour, attitude and conduct – this is a highly regarded position and the selection process encourages students to behave as positive role models to other students.

Opportunities to reward students:

Lessons

Form time

Celebration/Whole School/Head of Year/House assemblies

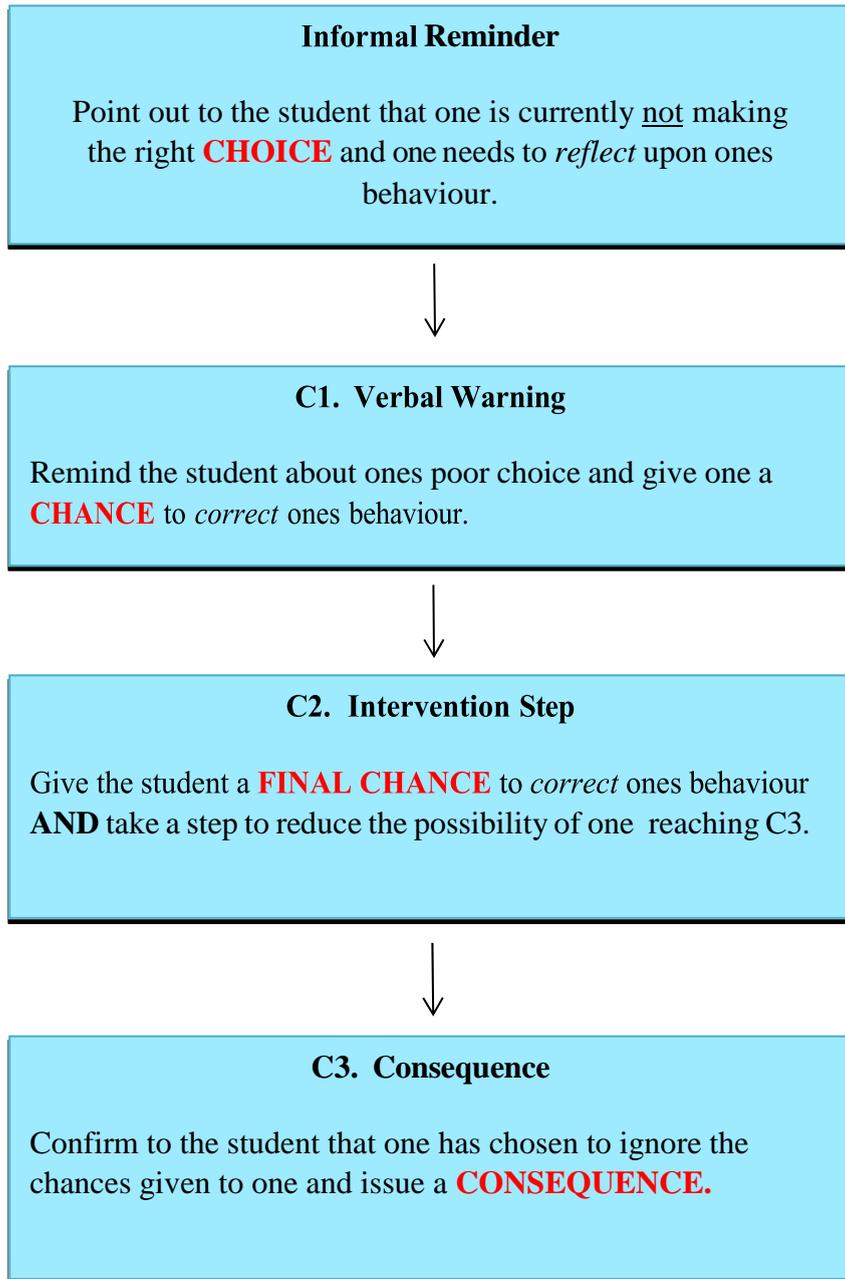
Annual presentation evenings

Special events such as Sports days, Charity days, etc

DEALING WITH INCIDENTS OF BEHAVIOUR & DISCIPLINE

a) Incidents of Low Level Disruption/Breaches of School Rules

A system of 'Choices, Chances and Consequences' will be used by members of staff:



- Teachers are expected maintain good discipline both in and out of the classroom and challenge any breaches of the school rules.
- A **behaviour log** should be used by members of staff to enable unacceptable behaviour to be recorded and monitored by the pastoral team.
- MLT will decide on the most appropriate 'consequence' for the incident reported to them such as a sanction and/or behaviour points. Any sanctions given will form part of the student's permanent disciplinary record.

b) Sanctions

All sanctions will be issued fairly and consistently in accordance with the school's 'Equal Opportunities' Policy.

- The school's pastoral system is to encourage students to take responsibility for their own actions and to support positive behaviour modification.
- There are a range of sanctions which may be issued to students who breach the school rules, procedures and policies in relation to discipline. They should be applied when it is necessary to show disapproval of unacceptable behaviour.
- Teachers are expected to deal appropriately with unacceptable behaviour and it is the duty of all staff to ensure the highest standards of behaviour at all times. There may be slight variations in staff tolerance of student behaviour which may depend upon the nature of the lesson and the class. However, the school's behaviour and discipline policy needs to be followed to ensure consistency and fairness.
- The sanctions issued by the school will NOT be degrading or humiliating.
- When deciding upon the appropriate sanction, it is necessary to consider how any action or inaction may affect the welfare of the student(s) involved, the welfare of other students and the impact on the whole school community.

IN ACCORDANCE WITH THE LAW, CORPORAL PUNISHMENT IS NOT ALLOWED.

Forms of sanctions:

When the system of 'Choices, Chances and Consequences' have been utilised, the student will be issued with a detention after school for 30/45 minutes.

Unsatisfactory behaviour:

Meeting with MLT,
Withdrawal of free time,
Restriction to outside play,
Lunchtime support,
Separation from peers/Seating plan,
Removal of privileges,
After school detention (45 minutes),
Appropriate form of daily report, (3 levels)
Reporting to the MLT at break and/or lunch time

Repeated cases of homework not submitted, unsatisfactory homework submitted, not prepared/equipped for lesson:

Note to parents written on dojo
Phone call to parents to discuss homework concerns after 3 warnings
Break or lunch 'catch up' session(s) to complete/improve work

Serious Misconduct ONLY:

After School MLT detention, Fixed term exclusion, Permanent exclusion,
Permanent removal from the school

c) Student Report System

For cases of **persistent** misbehaviour and/or breaches of the school rules, MLT may choose to implement the 'Student Report System'.

The aims of the system are to:

- Monitor the behaviour of students at different levels.
- Provide a clear structure for intervention.
- Encourage and support students to take responsibility for their own behaviour.
- Provide parents with the opportunity to support their child in making positive choices.
- Provide evidence for discussions with students, their parents and the pastoral team.
- Provide evidence for referrals regarding additional support or alternative arrangements.

There are three levels of report:

- YELLOW** – Form Tutor report
- ORANGE** – MLT report
- RED** – SLT report

MLT will decide which level of report is the most appropriate to place the student on and parents will be informed. MLT will review the progress of the student at the end of each week in order to determine the next steps to take.

- MLT will inform form tutors of incidents of misbehaviour. They may also share behavioural and/or work related issues with the form tutors if their involvement is deemed beneficial. Strategies to improve behaviour and working habits will be discussed.

d) Incidents Involving Serious Breaches of Discipline

- For a case involving a **serious** breach of discipline, a referral will be made to the MLT who will then investigate the incident, possibly in collaboration with other members of staff.
- It may be necessary to remove a student from ones lesson in order for the MLT to establish the facts by questioning a student and/or obtaining a written account from one.
- MLT should endeavour to resolve any serious breach of discipline as soon as possible however this will depend on the nature of the referral and the time at which the information is received.
- For any incident identified as 'Serious Misconduct', MLT should inform a member of the Pastoral Team or Senior Leadership Team **immediately** after which the most appropriate sanction will be decided. If this is a 'fixed term exclusion', the Head teacher will then be advised to act accordingly.
- Parents will be informed of the incident and the outcome of the investigation by the MLT.

USE OF MOBILE PHONES

This section of the policy applies to mobile phones and any other electrical device brought into school.

The school has ZERO TOLERANCE towards the use of mobile phones on site. In case they are needed – after a parental confirmation letter – they must be handed in to the office on arrival and collected on departure.

a) Unacceptable Use of Mobile Phones

The school will consider any of the following to be unacceptable use of a mobile phone:

- Photographing or filming another student or member of staff without their knowledge or permission.
- Photographing or filming in toilets, changing rooms or any area on the school premises.
- Using a mobile phone outside school hours in such a way that it undermines the stability of the school, risks damaging the reputation of the school and/or is contrary to the Islamic ethos of the school.
- Using a mobile phones to contact parents immediately following an incident so that the ability of staff to deal with an incident is compromised.

b) Misuse of Mobile Phones

The following are examples of misuse but are not exclusive. 'Misuse' will be at the discretion of the Head teacher:

- the deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on Facebook or YouTube
- bullying, harassing or intimidating staff or students by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites
- the use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages)
- pupils posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others
- making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other students
- publishing photographs of vulnerable students, who may be on a child protection plan, where this may put them at additional risk

c) Dealing with Breaches of the Guidelines

Incidents involving the misuse and/or unacceptable use of a mobile phone (or other electronic device) will be dealt with using the same principles set out in this policy –please also refer to the **Anti-Bullying Policy**.

These incidents will be treated as a 'serious' breach of this policy and so appropriate sanctions outlined in this policy will be imposed that are proportionate to the severity of the incident.

Students are aware that if their mobile phone is seen, hear or used, it will lead to its confiscation, communication with parents and the imposition of other sanctions up to and including exclusion from school.

Evidence of a cyberbullying offence or suspected offence, will be

Any safeguarding concerns will be reported to the **Designated Safeguarding Lead (DSL)** immediately.

The SLT and designated members of staff have the right to view files stored in confiscated equipment.

Using the mobile phone outside school hours to intimidate or upset staff or students will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time.

Students should be aware that the police will be informed if there is a serious misuse of the mobile phone where criminal activity is suspected. The school will work with the Police to detect those involved in criminal acts involving cyberbullying.

If a student commits an act which causes serious harassment, alarm or distress to another student or member of staff, the ultimate sanction may be permanent exclusion. School will consider the impact on the victim of the act in deciding the sanction.

d) Confiscation of Mobile Phones

If a phone is confiscated, the school will make it clear for how long this will be and the procedure to be followed for its return.

If a mobile phone is confiscated, then at the discretion of the MLT/Pastoral:

- The mobile phone will be returned to the student at the end of the school day.
- The student's parent/carer will be informed that the mobile phone can be collected at the end of school day *from the MLT/Pastoral*.
- The incident will be recorded in the school behaviour log for monitoring purposes.
- The school will ensure that confiscated equipment is stored in such a way that it is returned to the correct person.
- In the case of repeated or serious misuse, the phone will only be returned to a parent/carer who will be required to visit the school by appointment to collect the phone. This may be at the end of a week, a half term or longer. At the discretion of the Head teacher, the phone may be returned to the student at the end of the confiscation period.
- Where a student persistently breaches the expectations, following a clear warning, the Head teacher may impose an outright ban from bringing a mobile phone to school. This may be a fixed period or a permanent ban.

FIXED-TERM EXCLUSIONS

A student may be 'excluded for a specific number of days' as a result of a case of serious misconduct **OR** persistent misbehaviour and breaches of the school rules.

- When the period of exclusion has completed, parents may be required to accompany their child to school and attend a meeting with the SLT and a member of the Pastoral Team.
- The student may be placed **on report** in order to monitor ones behaviour upon ones return to school. Support and advice will be given to the student to correct ones behaviour and to avoid a further breach of the school rules.
- Guidance and strategies for staff on how to support the student for positive behaviour modification will be shared as appropriate.
- The student will also be expected to catch up with missed work and one will be supported in doing so.

PARENTAL INVOLVEMENT

The school aims to strengthen the **home-school partnership** in order to support students and work closely together in their best interest. The points of contact in school will be made clear to parents should they wish to discuss any issues or raise any concerns which they may have.

- Parents will be encouraged to be involved in the promotion of good behaviour and positive working habits and to also support the school rules.
- Parents will be contacted to discuss any issue of behaviour or discipline if it is considered appropriate to do so. They will also be informed of any disciplinary action taken.
- When there is a serious concern, parents will be involved in the correction process. Students will be made aware that contact with parents is in itself a serious sanction and this may act as a deterrent.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

- The school will make reasonable adjustments to manage behaviour for pupils with special educational needs or disabilities in accordance with the Equality Act 2010.
- A student will not be faced with disciplinary action if he fails to meet the school's requirements as a direct consequence of her disability.
- If there is a concern that a student's behaviour is as a result of her special educational needs not being met, SENCO will be contacted for advice, guidance and to provide strategies to support the student.
- If there is a concern that a student's behaviour is deemed a safeguarding concern, the school's procedures for 'Safeguarding & Child Protection' will be followed.
- The school will liaise with DSL, SENDCo and any other relevant agencies if poor behaviour may be an indication of underlying safeguarding concerns. In such circumstances, the pastoral team will use intervention strategies to prevent exclusion.

RECORD KEEPING

- All sanctions are recorded. The details included are the name of the student concerned, date of referral, the reason for the referral / nature of incident, details of sanction imposed and by whom.

PROCEDURE FOR PERMANENT EXCLUSION

For cases of 'Serious Misconduct', the Head teacher needs to be informed. He will be expected to act fairly and reach a decision based upon the evidence provided on a case-by-case basis.

Permanent Exclusion

After consultation with the parents, the Head teacher may decide upon the removal of a student from the school if he has concluded that:

- This is the most appropriate sanction for a very serious breach of the school rules.
- The student has committed several breaches of the school rules and all of the actions taken by the school have **not** resulted in positive behaviour modification.

As per protocol students are given 2 Formal warnings, upon the 3rd warning the student will be permanently excluded from the school.

MALICIOUS ALLEGATIONS AGAINST STAFF

- In accordance with Part 4 of the DfE guidance for *Keeping Children Safe in Education (2016)*, the School will consider a malicious allegation to be one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.
- Where a student makes a malicious accusation against a member of staff, the Head teacher will consider whether to take disciplinary action in accordance with this policy.
- Where a parent has made a malicious allegation, the Head teacher will consider whether to require that parent to withdraw their child or children from the school on the basis that they have treated the school or a member of staff unreasonably and compromised the trust between the parent and the school.

USE OF REASONABLE FORCE

See the school's 'Use of Reasonable Force' policy which has been produced in accordance with DfE guidance for *Use of Reasonable Force in Schools (July 2013)* and *Screening, Searching and Confiscation (February 2014)*.

Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force may be used to prevent a student from:

- Committing a criminal offence
- Hurting himself or others inside or outside the classroom
- Causing damage to their own or another person's property
- Engaging in any behaviour which leads to disorder

In these circumstances, force may be used to:

- Control a student or to restrain a student, for example, if he is at risk of harming himself or another individual,
- Prevent a student leaving a classroom which would then risk her safety or lead to behaviour that disrupts the behaviour of others,
- Conduct a search for a **prohibited** item (see page 19).

FORCE IS NEVER USED AS A FORM OF PUNISHMENT.

The needs of individual pupils will be considered when deciding whether reasonable force should be applied. Reasonable adjustments will be made for students with **special educational needs or disabilities**.

Where reasonable force is used by staff, this will be recorded in writing and the student's parents/carers will be informed about serious incidents involving the use of force.

SEARCHING STUDENTS

Staff should first question a student and if appropriate, request that the student surrenders the item. If this is unsuccessful, the student should first be given the opportunity to consent to a search before finally undergoing a search without consent, if this is considered safe to do so.

Search with consent

Staff may search a student with their consent for any item.

If a member of staff suspects that a student has a stolen or banned item in her possession, they can instruct the student to 'turn out' her pockets or bag. If the student refuses, appropriate sanctions will be applied in accordance with this policy.

Search without consent

This should be seen as a 'last resort' and only used if other options have been exhausted.

The Head teacher and authorised staff may search a student or a student's Possessions, without consent, where they have reasonable grounds for suspecting that a student has a 'banned item' listed in this policy.

Force can only be used to search for a PROHIBITED ITEM from the list below:

Weapons e.g. knives or blades

Tobacco products e.g. cigarettes including E-cigarettes

Lighters and matches

Alcohol

Illegal drugs

“Legal High” substances

Fireworks

Pornographic images of any kind (including images on electronic devices)

Any item that has been, or is likely to be, used to cause injury, damage to property or commit an offence

CONFISCATION OF ITEMS

- School staff can confiscate any item, however found, which is considered harmful or detrimental to the school discipline. This includes a mobile phone which is seen, heard or used.
- A student can be asked to remove any outer garment or item not accepted as part of the school uniform and it can be confiscated until the end of the day.