



## REWARD & SANCTION POLICY

Approval received from governing body:	17.12.2009
Policy takes effect from:	17.12.2009
Policy to be reviewed:	16.10.2010

### **The Universal Nature of Al-Hijrah**

Al-Hijrah School is for children who wish to learn in an Islamic environment and respect the Islamic ethos, regardless of their geographical origin or mother tongue. The school reflects an atmosphere of tolerance and understanding between children of different nations and backgrounds.

### **Ethos of Al-Hijrah School**

- An Islamic environment where all pupils are valued and respected within an atmosphere of brotherhood and sisterhood, where diversity is celebrated and equality of opportunity is encouraged.
- Spiritual, moral, social and physical development of pupils in accordance with Islamic guidance, and a purposeful education aimed at attaining the highest possible academic achievements.
- A broad and balanced curriculum incorporating quality teaching and learning strategies and utilising modern up-to-date technologies.

### **Al-Hijrah aims to equip its pupils with:**

- God-Consciousness
- Sense of Responsibility
- Perseverance
- Loyalty and Justice
- Sincerity and Humility
- Adherence to Excellence
- Honest and Integrity
- Wisdom
- Confidence
- The capacity to understand and work with others.

*So that they may achieve success in this life and the Hereafter.*

## **Agreement**

It is understood that pupils in the school agree to abide by its rules and as such breaches of those rules will be considered a breach of this agreement.

## **Areas governed by the policy**

- a) General Classroom Conduct.
- b) Subject Specific Rules
- c) Rules around the School
- d) Immediate Exclusion

## **Consequences**

Pupils are to be made aware of the following consequences of inappropriate conduct:

1. Potential loss of opportunity to gain reward (i.e. merits)
2. Potential detention due to misconduct (through accumulation of yellow cards). Minor misconduct is defined by the pupil code of conduct Yellow card system.
3. Higher levels of sanctions such as senior management i.e. detentions, behaviour statements, isolation and exclusion due to serious breach of conduct (i.e. red card system).

## **Pupils code of conduct.**

1. Pupils should be fully involved in lessons at all times and be hard working and attentive.
2. All pupils must wear correct full school uniform at all times within school grounds. Trainers will be allowed to be worn at break times but must be removed before lesson commencement
3. All pupils must have appropriate stationary and books for each lesson. Need for borrowing of equipment will result in appropriate sanction.
4. No pupils are allowed to remain unsupervised within classrooms or corridors during break times unless express permission has been received for performance of duties. Once dismissed to classrooms, no pupils should remain outside of classrooms unless supervised or with permission from the current classroom teacher. No pupils are allowed to leave the classroom during lesson time unless there is urgent need or specifically requested to do so by the teacher.
5. Pupils must remain at their current location until properly dismissed by a member of staff. No pupil should leave without permission even if the staff member is temporarily absent.
6. Chewing gum is strictly not allowed in the school. Other banned items include glass bottles, matches/lighters, laser pens, game cards, mobile phones and high heel shoes. Possession of a banned item or any other item deemed inappropriate will result in immediate disciplinary action. Expensive items should also be refrained from, as the school cannot take responsibility for loss of or damage to unnecessary items of equipment. Possession of illegal or immoral paraphernalia (including weapons and drugs) will result in immediate exclusion.
7. Outside play is forbidden without appropriate supervision and breaches will be dealt with severely. Pupils are not allowed to play outside at home time until, all cars have left the area and adequate supervision is made available.
8. Pupils must obey all members of staff at all times and severe action will be taken against any pupil who ignores or disrespects any person in authority.

9. All duties must be completed before pupils leave the school at home time or leave for break. Pupils who finish early at lunchtime should proceed to the downstairs corridor in an orderly fashion and line up quietly and wait for permission to go outside.
10. Pupils should walk and not run in the school building and should refrain from playing any physical games inside classrooms or corridors. When moving location pupils should line up quietly and not disturb others when proceeding down corridors. All pupils should walk on the right to prevent congestion.
11. The school should be kept clean and tidy and all pupils should ensure that any litter is correctly disposed of in the bin. To aid this food is not to be eaten in corridors. Classrooms are the responsibility of each year group and will be inspected daily to ensure cleanliness. School property should not be damaged or defaced in any way and such vandalism will be dealt with severely.
12. All pupils should work to the best of their ability and get ready for lessons promptly ensuring all homework is complete and handed in on time.
13. Pupils should behave with the utmost courtesy and refrain from insulting remarks, swearing, and fighting. All pupils should uphold the ethos of the school through deeds and actions designed to promote properly moral conduct.

## **Dealing with misconduct**

Step 1- Use appropriate classroom management strategies

Step 2- Issue yellow card

Step 3- Issue red card referral

Serious breaches of conduct (as outlined by never ever rules and red card pro forma) should immediately result in step3.

## **Red card referral steps.**

- 1- Senior management led detention
- 2- Statement of behaviour
- 3- Exclusion

Exclusion should be applied immediately where the pupil has compromised the safety of pupils/staff or been involved in an infringement of legality.

## **Responsibilities and duties**

### **Pupil:**

- To obey school rules
- To work hard in gaining rewards and certificates
- To work hard in gaining rewards for his/her own class and house trips.
- To ensure that After School Session slips are brought to school fully completed by the parent/guardian.
- To support the school's disciplinary policy.

### **Parent:**

- To encourage child to obey school rules
- To encourage child to gain rewards and certificates
- To encourage child in gaining whole form rewards
- To read and council child behaviour highlighted in conduct records.
- To fully complete After School Session slips for child.
- To raise concerns about their child's behaviour as appropriate.

### **Subject Teachers:**

- To actively look for opportunities to give positive rewards
- To complete conduct records as appropriate
- To use a range of classroom management strategies to curb disruption
- To give conduct marks only where necessary
- To refer people to Head of Section where necessary, underpinned with evidence.

**Form Tutors:**

- To encourage pupils to gain rewards and certificates
- To encourage pupils to gain rewards for their form/house
- To review conduct records and refer pupils who have accumulated conduct marks to Head of Section.
- To counsel and encourage pupils to perfect their manners and conduct.

**Head of department:**

- To work with Head of Section in developing inclusion programme for disaffected pupils.
- To work with Head of Section in monitoring pupils on the inclusion programme.
- To arrange for the provision of programmes of work for excluded pupils.
- To refer all concerns to the appropriate Head of Section.

**Head of Section:**

- The implementation of the discipline policy for the section.
- The recording and processing of incidents reported to him/her.
- Referral of incidents to head teacher / deputy head where required
- Monitoring the inclusion programme.
- Co-ordination of work during exclusion.

**Head teacher / deputy head:**

- To oversee the above via delegated persons.
- To recognize the achievements of rewards and certificates – individually and as a whole school / house/ section.
- To administer temporary and permanent exclusions.

**The Governing Body:**

- To oversee the above via ratification of the school behavioural policy.
- To recognize exceptional achievements of pupils through special awards
- To support temporary and permanent exclusions.

## **Rationale**

The quality of teaching and learning is dependent on an effective classroom atmosphere, which can only be accomplished through effective discipline and efficient pastoral support. The school is committed to providing the best educational environment for all pupils and hence values and encourages students to put forward their best efforts using appropriate rewards and sanctions. The school actively discourages behaviour that will be detrimental to the ideal of all pupils fulfilling their potential or which will threaten the potential, safety or satisfaction of any pupil.

Through positive reinforcement of behaviour and use of fair and appropriate sanctions teachers will encourage the development of strong positive relationships between staff and pupils. This will be a cornerstone in the effecting of positive change amongst pupils and consequent fulfilment of their potential.

## **Key Principles**

- The school will encourage moral and spiritual development in line with the ethos of the school. Each pupil will be encouraged to behave in a morally upright and civilised fashion in keeping with the spiritual code of the school.
- All pupils should be encouraged to exhibit characteristics of tolerance, sensitivity, respect empathy, sacrifice and generosity. These characteristics should be linked to moral / spiritual issues as well as equal opportunities considerations.
- The school should encourage harmony and enhance feelings of unity amongst the institutional community. All individuals should feel part of a larger ideal and promote the school ethos and goals as their own. Each individual should be recognised as a valuable member of the community and use of positive reinforcement should emphasise the role of every pupil as being important.
- That all members of Al-Hijrah community stay safe, are valued, are healthy, make positive contribution and ultimately achieve economic & Islamic well being.
- Opportunities exist for rewarding of good behaviour and hard work
- Opportunities exist for reforming of poor and questionable conduct.
- That an environment is developed by all that encourages self development, teamwork and respect for all.
- Everyone is responsible for his/her action and all actions have consequences whether good or bad.
- That one's conduct and behaviour allows others to achieve.
- That school life is enjoyed by all.

## **Classroom Rules**

- 1. Show respect to all staff and others at all times**
- 2. Be prepared for your lesson**
- 3. Follow teachers' instructions**
- 4. Raise your hand to ask or to answer questions**
- 5. Be attentive in class**
- 6. Stay in your seat**
- 7. Allow others to learn**

## School-Wide Discipline

1. **Be presentable with your uniform** (Do not be un-Islamic with your dress code and do not come to school without full uniform. Ensure that your hair cut is in accordance with the *Sunnah*)
2. **Respect all the things which you have been given as a trust by the school** (Do not betray your trust)
3. **Always walk quietly on the right in corridors** (Do not run or shout)
4. **Be courteous & give guests, teachers, adults and sisters right of way** (Do not block corridors or doorways)
5. **Respect others property** (Do not damage or borrow others property without permission)
6. **Speak kindly of others** (Do not criticize or make fun of others)
7. **Look after the environment** (Do not drop litter anywhere)
8. **Eat only in the playground and dining area** (Do not eat/drink in classrooms and corridors)
9. **Eat healthily** (Chewing, bubblegum or any similar sweets are not allowed anywhere under any condition)
10. **Be safe in the school** (Do not play or be in areas of the school without supervision or permission. Do not bring to school glass bottles, matches or lighters, laser pens, high heels, any undesirable materials, drugs or weapon)
11. **Valuables are only to be bought in with teacher's permission** (Do not bring in valuables e.g mobile phones without a letter from the parent and permission from your form tutor and hand it in to the form teacher in the beginning of the day)
12. **Always be punctual** (Do not be late to school or lesson)

## **PROCEDURES FOR APPLICATION**

Good and bad actions may be recorded as follows:

### **Rewards**

#### **Merits**

Each teacher may award up to 2 merits for each good action a pupil demonstrates. The teacher should note down all merits awarded in the relevant sheet (appendix 1) kept in teacher's cupboard in each classroom.

Merits will be awarded for the following reasons:

- M1** Outstanding behaviour
- M2** Outstanding class-work
- M3** Outstanding homework
- M4** Significant improvement
- M5** Performed all Prayers on time throughout the week
- M6** Daily recitation of the the Qur'an
- M7** Daily study of *the Qur'an with meaning*
- M8** Daily study of *Hadith*
- M9** Daily study of Islamic literature
- M10** Delivered *Khutbah (maximum 10 merits)*
- M11** Took part in assembly
- M12** Extra curricular activity
- M13** Fulfilled duty consistently
- M14** Completed Homework Diary
- M15** Performed a very good deed
- M16** Any other (specified)

Pupils who demonstrate good character, effort, attainment and achievement work towards securing the following:

#### **Individually:**

1. 33 Merits → Bronze Certificate
2. 70 Merits → Silver Certificate
3. 100 Merits → Gold Certificate
4. 150 Merits → Head-teacher's Certificate of special merit and voucher

#### **Form:**

1. 1000 Merits → Bronze Trophy
2. 2000 Merits → Silver Trophy
3. 3000 Merits → Gold Trophy
4. 4000 Merits → Head-teacher's Trophy and trip at end of half term

### **Postcards**

Postcards will be issued for extraordinary effort or achievement of a pupil.

### **Termly Attendance & Punctuality Certificate**

#### **Individually:**

1. 100% attendance → Certificate of attendance
2. 100% attendance and Punctuality → Certificate of Excellence

#### **Form:**

Target for attendance achieved → Every member of the form achieves 4 merits

## Citizenship certificate

One pupil from each form to be recommended for citizenship certificate by form teachers in consultation with other teachers at the end of each term who has demonstrated

- (i) Care of the environment
- (ii) Personally is well organised
- (i) Makes effort in

## Achievement / Attainment Outside School

1. Memorization of 5 parts (*Ajza/Paray*) of the Qur'an → Head-teacher's Bronze Badge
2. Memorization of 10 parts (*Ajza/Paray*) of the Qur'an → Head-teacher's Silver Badge
3. Memorization of 20 parts (*Ajza/Paray*) of the Qur'an → Head-teacher's Gold Badge
4. Memorization of the whole Qur'an → Head-teacher's Platinum Badge

Achievement assemblies will be held at the end of each term where pupils will be recognised for their effort and hard work.

## Sanctions

### **Yellow Card**

The yellow card is for minor misconduct. The yellow card (appendix 2) will be filled in by the staff and to be passed on to the administration person for the head of section. If a pupil has received 5 or more yellow cards in a week he/she will receive an automatic after school session (Red card appendix 3).

Yellow card will be issued for the following reasons:

- Y1** Late to school or lesson
- Y2** Lack proper equipment / P.E. kit
- Y3** Incomplete homework
- Y4** Incomplete class-work properly
- Y5** Inappropriate uniform (1<sup>st</sup> day)
- Y6** Out of seat without permission
- Y7** Talking out of turn
- Y8** Disturbing others
- Y9** Not being polite to others
- Y10** Throwing objects
- Y11** Lack of homework diary
- Y12** Incomplete homework diary
- Y13** Lack of book/exercise book
- Y14** Eating/drinking in class
- Y15** Not following instructions
- Y16** Using computer/net/printer without permission

### **Red Card**

The red card is for major or serious misconduct. The red card (appendix 3) will be filled in by the staff. The first part of the red card is to be given to the pupil for his/her parents at least 24 hours before detention and second part to be passed on to the administration person for the head of section. **The head of section will also decide if further action (e.g. calling in parents, statement of behaviour, putting on report, putting in isolation, exclusion etc.) is to be taken.**

Red card will be issued for the following reasons:

- R1** Rudeness to Staff (**See also E1**)
- R2** Constant disruption to lesson
- R3** Throwing objects in a dangerous fashion
- R4** Bullying / Racism (**See also E2**)
- R5** Unacceptable behaviour in corridor
- R6** Unacceptable behaviour in hall especially during Salah & Assembly
- R7** Unacceptable behaviour in playground
- R8** Rudeness to others /Using abusive language/Inappropriate interaction with opposite gender (**See also E3**)
- R9** Physical aggression / fighting/ Endangering others (**See also E4 & E5**)
- R10** Refusal to obey instructions (**See also E6**)
- R11** Damaging equipment or property / Stealing/Vandalising the environment (**See also E7, E8 & E9**)

- R12** Inappropriate uniform / haircut 2<sup>nd</sup> day
- R13** Five or more Yellow cards
- R14** Chewing gum in school
- R15** Homework/coursework not completed
- R16** Missed detention
- R17** Possession of unauthorised material/weapon
- R18** Any other (specified)

Each week Merits sheets (appendix 1) will be handed in by the form teacher to the administration person who will record the information in the spreadsheet which will calculate the following:

- a) Merits totals for pupils/forms
- b) Yellow/ red cards totals for pupils

The administration person will count yellow cards and prepare red cards for the pupils that require them and give them to form tutors to hand them out. The duty teacher will be responsible for collating pupil names onto a register of the pupils on the day (appendix 4). Absences will be noted and the information passed onto head of section who will then deal with pupils concerned.

Pupils who get the best Merits records in their class each week should receive a certificate. Best pupils will be given special awards at the end of each term.

#### **Fixed Term Exclusion / Isolation**

Pupils may be excluded or placed in isolation for a fixed term due to the following reasons:

- E1** Rudeness to staff
- E2** Bullying / Racism
- E3** Rudeness to others / Using abusive language/ Interacting inappropriately with members of the opposite gender
- E4** Physical aggression / fighting
- E5** Endangering others
- E6** Refusal to obey instructions
- E7** Damaging equipment or property
- E8** Stealing
- E9** Vandalising the environment

#### **Permanent Exclusion**

Pupils will go straight to permanent exclusion for the following reasons (zero tolerance):

- P1** Possession / using of any illegal drug
- P2** Possession of dangerous material/weapon
- P3** Constant breach of agreement

## Appendix 1

Merits [CLASS]		2009-2010				Week Beginning .....								
No	Pupil's Name	01	02	03	04	05	06	07	08	09	10	11	12	13
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**1**=Outstanding behaviour    **2**=Outstanding classwork    **3**=Outstanding homework    **4**=Significant improvement  
**5**=Performed all Prayers throughout the week    **6**=Studied Tafsir, Hadith and Islamic literature every day of the week  
**7**=Delivered Khutbah or took part in assembly    **8**=Extra curricular activity    **9**=Fulfilling duty consistently  
**10**=Completed Homework Diary    **11**=Very good deed    **12**=Any other  
**How to record:** Put the number of the statement in the box against the pupil's name followed by staff code.

## Appendix 2

**Yellow Card [CLASS]                      2009-2010                      Week Beginning.....**

No	Pupil's Name	1	2	3	4	5	6	7	8	9	10	11	12
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**1**=Late to school or lesson    **2**=Lack of proper equipment/P.E. kit    **3**=Incomplete homework    **4**=Incomplete class-work  
**5**=Inappropriate uniform (1<sup>st</sup> day)    **6**=Out of seat without permission    **7**=Talking out of turn    **8**=Disturbing others  
**9**=Not being polite to others    **10**=Throwing objects    **11**=Lack of homework diary    **12**=Incomplete homework diary  
**13**=Lack of book/exercise book    **14**=Eating/drinking in class    **15**=Not following instructions  
**16**= Homework not completed

*How to record: Put the number of the statement in the box against the pupil's name followed by the staff code.*

## Appendix 3

### Red Card - Serious Misconduct

Dear Parent/ Guardian, *Asslaamu alaikum wa rahmatullah*

We regret to inform you that your child \_\_\_\_\_ Form \_\_\_\_\_  
is required to attend an after school session on \_\_\_\_\_  
from 3.30pm to 4.30pm due to the following reason/s:

<b>R1</b> Rudeness to Staff (See also E1)	<b>R10</b> Refusal to obey instructions (See also E6)
<b>R2</b> Constant disruption to lesson	<b>R11</b> Damaging equipment or property / Stealing/Vandalising the environment (See also E7, E8 & E9)
<b>R3</b> Throwing objects in a dangerous fashion	<b>R12</b> Inappropriate uniform / haircut 2 <sup>nd</sup> day
<b>R4</b> Bullying / Racism (See also E2)	<b>R13</b> Five or more Yellow cards
<b>R5</b> Unacceptable behaviour in corridor	<b>R14</b> Chewing gum in school
<b>R6</b> Unacceptable behaviour in hall especially during Salah & Assembly	<b>R15</b> Homework/coursework not completed
<b>R7</b> Unacceptable behaviour in playground	<b>R16</b> Missed detention
<b>R8</b> Rudeness to others /Using abusive language/Inappropriate interaction with opposite gender (See also E3)	<b>R17</b> Possession of unauthorised material/weapon (See also P1, P2)
<b>R9</b> Physical aggression / fighting/ Endangering others (See also E4 & E5)	<b>R18</b> Any other (specified below)

Detail:

Depending on the seriousness of the incident concerned further action may have to be taken to resolve the issue. If necessary we will contact you in due course. **Please sign this letter below and return it to Br Shafiq as soon as possible.** Thank you very much for your cooperation. *Jazakumullahu khayran.*

Staff's Name \_\_\_\_\_ Date \_\_\_\_\_ Period \_\_\_\_\_

Parent's Name \_\_\_\_\_ Parent's Signature \_\_\_\_\_

**For office use only**

Pupil's Name \_\_\_\_\_ Form \_\_\_\_\_  
detention on \_\_\_\_\_ due to the following reason/s:

Red card code/Detail
Any Other Sanction/s

Staff's Name \_\_\_\_\_ Staff Code \_\_\_\_\_ Period \_\_\_\_\_

Date \_\_\_\_\_ Head of Section's Signature \_\_\_\_\_

