

Al-Naseeha Saturday Behaviour Policy

TABLE OF CONTENTS

1. CODE OF CONDUCT	2
2. REWARD & ENCOURAGEMENT.....	2
3. BEHAVIOUR	2
4. ATTENDANCE AND PUNCTUALITY.....	2
9. BULLYING.....	4
10. SMARTPHONES.....	5
11. IMPROVING BEHAVIOUR	5
12. Incidents of Bullying Form	6

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1. CODE OF CONDUCT

We strive to create an environment in which students can work productively, feel safe, content, and confident, and in which staff-student and student-student relationships are founded on the Islamic values of mutual respect and tolerance. In addition, we aim to instil in our students respect for their parents, elders, siblings, cousins, and the larger community.

2. REWARD & ENCOURAGEMENT

We believe that encouragement is central to the development of good behaviour, self-esteem, and self-discipline. While there are consequences for misbehaviour, we believe positive reinforcement is more effective in motivating students to exhibit courteous and exemplary behaviour. Reward, acknowledgement, and praise are given when a pupil demonstrates exemplary conduct.

3. BEHAVIOUR

We have the highest expectations that our students will behave with courtesy and consideration for others at all times, in school, to and from school and in the wider community. Students who are members of a school should feel free to study in a happy, relaxed and purposeful environment. They should be able to communicate openly to discuss and express their point of view. Students must respect the opinion of others and strive to foster the general happiness of all members of the school community. The expectation is that all students will aim high and show resilience. All school community members should embody the ethos of respect in their behaviour towards one another. Empathy underpins students' behaviour in listening, talking, and appreciating others around them.

4. ATTENDANCE AND PUNCTUALITY

The progress of students is affected by absence and lateness. The latter may also disturb the learning of others. We expect students to attend school every Saturday and be punctual for the start of the school day and all their lessons. **Al-Naseeha school timings are from 9.30 am to 1.30 pm.** Please ensure you arrive at school premises by 9:25 am so lessons can start on time to avoid delays or disturbances.

An attendance register is taken at the start of the day. On each occasion, it is recorded whether the student is:

- Present
- Absent (school not informed of cause=unauthorised absence)

- Absent due to circumstances relating to illness or other commitments (school informed of cause = authorised absence)
- Late (time of arrival)

The School monitors and supports students where attendance is a challenge. All school community members are expected to be punctual at school and in lessons.

Responsibility of Parents

Parents/ guardians must notify the school via email to alnaseeha.school@gmail.com in the morning of the absence by 9:30 am. If a student is regularly absent or late to school for no good reason, their parents/ guardians will be invited to attend a meeting to discuss a possible solution to the late arrival.

5. PICK-UP

Students must be picked up by parents/guardians known to the school. You must notify the school in writing via email to alnaseeha.school@gmail.com if you have arranged for someone else to collect the student. Otherwise, we will not permit the student to leave the school grounds for health and safety reasons.

Parents/Guardians must arrive on time for retrieval; after 1:40 p.m., the school will charge a £2 every 5-minute late fee.

6. HOMEWORK

We believe the school and the parents/guardians are responsible for the children's education. A close working relationship between the parents and the school ensures the best outcome of children's education and welfare. Therefore, *we ask parents/guardians to check students' homework and ensure it is complete for the next lesson.*

7. ADDRESSING CONCERNS

We encourage parents and guardians to share their concerns with the School. The parents/guardians should communicate their concerns to the class teacher via the homework book, and if necessary, a face-to-face meeting can be arranged. If concerns remain unresolved, they can be emailed to alnaseeha.school@gmail.com and sent to the attention of the headteacher.

8. DRESS CODE

The School does not have a uniform; however, we advise parents to ensure students wear comfortable, modest, Islamic clothing. Students should take pride in their appearance, but fashion trends must be left for out-of-school hours. Staff will remind students who are unsuitably dressed of the school's expectations. A lack of response on behalf of a student will lead to the Headteacher contacting parents/guardians. Co-operation by parents/ guardians and students on our dress code enables staff to concentrate their time and effort on teaching. **Students that do not follow the dress code may be sent home to change.**

9. BULLYING

There is no legal definition for bullying; however, it is usually defined as a wilful, repeated, conscious attempt or desire to hurt someone physically or emotionally. Bullying may be overt by verbal or physical means or covert by the use of body language. It also includes cyberbullying - bullying via mobile phone or online (e.g. email, social networks, instant messenger, Whatsapp, Instagram and so forth). Any needless action, repeated over time, intended to cause anxiety or distress will be considered bullying. **It should not be confused with the usual childhood/teenage squabbles and arguments where individuals "fall out" with one another.**

Procedures and Guidelines

a. Reporting

If an incident of bullying is reported to a member of staff, they listen first and then refer the matter to the Head Teacher.

b. Secure environment

All Staff are available to:

- Provide a secure environment in which students can report incidents confidently;
- Assure the student that the matter will be taken seriously;
- Reassure the students that the school will protect and support all parties whilst the issues are resolved.

c. Interview

The headteacher's investigation will ensure they individually interview all parties to produce an accurate report.

d. Record

- The students will write down what has happened or is happening;

- The student statement is kept on file;
- Keep records on file for all students involved.

10. SMARTPHONES

Students are not allowed to use their phones during school, including breaks. The school staff will confiscate any phones if found violating the policy. Parents must collect the phones from the office the following week.

11. IMPROVING BEHAVIOUR

Where incidents of misbehaviour do occur, the teachers and Headteacher devote time to discussing incidents with students to help them understand and acknowledge that their behaviour is unacceptable and to help them change. Incidents of poor behaviour are recorded. The school will employ a range of strategies to support a student who displays signs of poor behaviour to help her improve.

These may be one or a combination of several of the following:

- Withdrawal of free time in a break. On rare occasions, 15 minutes after school (without notice to parents);
- Organised and regular Mentoring;
- Withdrawal from a lesson to complete work under staff supervision;
- Messages to parents and, for more serious matters, letters informing parents of the action taken;
- Meetings with parents and the child to discuss the problems;
- Withdrawal from activity as a result of accumulated bad behaviour;
- Internal exclusion and under-staff supervision
- External Suspension for one or more Saturdays
- Permanent Exclusion

The school reserves the right to implement new rules at any given time, providing it safeguards the health and safety of the students. If there is anything you would like to clarify, please do not hesitate to contact us.

Al-Naseeha School
Administration

12. Incidents of Bullying Form

Incident reported by		Role in school	
Incident reported to		Role in school	
Date of Incident		Date of report	
Nature of incident			

Section 1 – Details of those involved in the incident (continue on a separate sheet if necessary)

Victim	Alleged Perpetrator	Alleged Perpetrator
Name:	Name:	Name:
Year :	Year :	Year :
If member of staff at school, please indicate position:	If member of staff at school, please indicate position:	If member of staff at school, please indicate position:

Section 2- Location of incident: What type of incident occurred? Please highlight.

Name Calling	Socially isolated
Threatened assault	Refusal to cooperate with victim due victim's cultural, religious or ethnic background
Verbal abuse	Other (please specify)
Physical abuse	
Abuse by electronic means (texting, online etc)	

Section 3- Action taken and support offered

To be completed following consultation with the Headteacher where appropriate.

What action(s) was/were taken to deal with the incident? Please highlight.

Warning to the perpetrator
Discussion with the victim's parent(s) / guardian / carer
Discussion with the perpetrator
Discussion with the perpetrator's parent(s) / guardian / carer (please see attached summary following meeting with mum)
Exclusion (internal)
Suspension from school (mention number of weeks)
Permanent Exclusion
No action (please give details)
Other (please give details)

Name.....

Signature.....