

6 March 2017

To the parents of:

Dear Parents,

Assalamu'Alaikum

**Re: New School Behaviour System**

I am writing to inform you about the school's new behaviour system which will commence on Monday 6<sup>th</sup> March, Insha'Allah. The procedure for dealing with incidents of behaviour has been improved so that there is greater clarity of the school rules and expectations. It will also improve communication with parents, enabling them to support their son and it will ensure greater consistency across the school. The school rules are based on three basic principles:

**1. 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 planner on the desk at the start of the lesson
- Follow the teacher's instructions
- Participate in the lesson to the best of your ability
- Write homework in your planner clearly
- Mobile phones must not be seen, heard or used

**2. 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

**3. RESPECT OUR SCHOOL**

- Do not litter
- Do not eat anywhere except the dining hall
- Do not chew gum
- Do not enter areas which are 'out of bounds'
- Use the school equipment and facilities with care

The school will adopt a system of **CHOICES, CHANCES AND CONSEQUENCES** to address issues of behaviour in lessons and around the school:

**C1. Verbal Warning** - Student will be reminded about his poor **CHOICE** and will be given a **CHANCE** to *correct* his behaviour.

**C2. Intervention Step** - Student will be given a **FINAL CHANCE** to *correct* his behaviour **AND** a step will be taken to reduce the possibility of him reaching C3.

**C3. Consequence** - It will be confirmed to the student that he has chosen to ignore the chances given to him and therefore a **CONSEQUENCE** will be issued to him.

The 'consequences' issued will be in the form of:

- **15 minutes after school detention**
- **30 minutes after school detention** for 'repeated or more serious' misbehaviour in the same lesson or subsequent lessons
- **Parental contact** if problem persists
- **Referral to Key Stage Coordinator** who may issue the student with a **1 hour detention** or place the student **on report**.

The procedures for after school detentions are explained below:

- The number of detentions given to a student on a particular day will determine the **total** length of the after school detention (maximum length will be 1 hour).  
For example, 15 mins + 30 mins = 45 minutes detention.
- The detentions will be arranged for the **following** school day.
- Parents will be informed of their son's detention by a **text message** and will be given **notice of 24 hours**.
- Parents will be expected to make their own arrangements to collect their son promptly after the detention.
- We are aware that some students have other commitments after school such as classes at the mosque or clubs. However, no concessions will be made for any student and the detention must be served after school hours.
- **There will no longer be formal lunchtime detentions.**

The revised report system involves four levels of report (RED report being for the **most** serious case):

Green	SUBJECT REPORT
Yellow	FORM TUTOR REPORT
Orange	KEY STAGE COORDINATOR REPORT
Red	SLT REPORT

The behaviour policy is available on the school's website for your perusal - please ensure that you and your son read and understand it. I trust that I have your support in this matter as a strong partnership between home and school is essential in ensuring that every child achieves his true potential.

Wassalam

Mr A. Hussain  
Head Teacher