

Quwwat-Ul-Islam Girls' School



Behaviour Policy

Published Date	September 2025
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Policy Links	Anti-Bullying Policy Child Protection and Safeguarding Policy Curriculum Policy Healthy Eating Policy Online Safety Policy SEND Policy

School Motto
Together we can achieve more
School Values
Respect . Aspiration . Responsibility
Learning Drivers
Caring for Ourselves, Our World, Our Education, Our Rights

School Vision Statement

To establish a school of excellence both **Islamically** and **Academically** - Provide a **holistic** education which is inspired by: **Taqwa**: God consciousness **morals and values** inspired by the prophet (saw) coupled with **academic excellence**.

At Quwwat-UI-Islam girls' school we adhere to the following:

- **Mutual respect and tolerance** - We respect and care for everybody.
- **Democracy**– We promote the right of every individual to have their opinions and voices heard.
- **The rule of the law** – We understand that laws and rules protect us and at the same time provide us with responsibilities, by breaking them there are consequences.

Quwwat ul Islam Girls' School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff, governors, volunteers and parents/carers to share this commitment.

Overview

Quwwat Ul Islam Girls' School Expects:

- ☐ All students to show respect and courtesy towards teachers and other staff and towards each other
- ☐ Parents encourage their children to show respect and support the schools' authority to discipline its students.
- ☐ The Head teacher helps create a culture of respect by supporting the staff's authority to discipline students and ensuring that this happens consistently and fairly across the school.
- ☐ The Trustee Committee and Head teacher deal with allegations against teachers and other school staff quickly, fairly and consistently in a way that protects the student and at the same time supports the person who is subject of the allegation.
- ☐ Every teacher manages to improve students' behaviour.

Rationale

All members of the Quwwat Ul Islam Girls' School community have a right to a safe and challenging learning environment. Mutual respect amongst all members of the school community lies at the heart of this policy. Quwwat Ul Islam Girls' School expects behaviour to be of a high standard throughout the school day when travelling to and from school and whilst participating in trips and visits.

At QUIGS we believe that good behaviour needs to be taught, modelled and rewarded. Poor or unacceptable behaviour needs to be sanctioned. Positive relationships between adults and students are the key to good behaviour. We believe students learn best in an ordered environment that is achieved when expectations of learning and behaviour are high. If an individual does not respond, consequences are made explicit and applied consistently. The self-esteem of all students is enhanced by praise, reward and celebration.

This policy is based on recognition of the rights and responsibilities of all members of the school community. The importance of clear and consistent routines inside and outside the classroom should always be adhered to help create a culture of mutual respect.

The policy will, therefore:

- ☐ Build upon the good practice that exists within the school;
- ☐ Support effective teaching and learning;
- ☐ Encourage adherence to an agreed set of principles of behaviour for the whole school community (Rights and Responsibilities);
- ☐ Help members of the school community to distinguish between acceptable and unacceptable behaviour;
- ☐ Contribute to promoting mutual respect and tolerance in our multicultural school community;
- ☐ The school will communicate the Behaviour Policy to all new and existing students through its expectations, code of conduct and website as well as assemblies and tutor time;
- ☐ The school will communicate the policy to all teaching and non-teaching staff by providing copies of the policy through staff training, electronically and through our staff induction process.
- ☐ The school will communicate its policy to parents and carers via the school website or upon request.

The Behaviour Policy will be reviewed regularly by the HT and Trustee committee and continually revised and developed in response to identified needs.

Legal framework for this Behaviour Policy

- ☐ Education Act 1996
- ☐ School Standards and Framework Act 1998
- ☐ Education Act 2002
- ☐ Education and Inspections Act 2006
- ☐ Equality Act 2010
- ☐ Education Act 2011
- ☐ KCSIE 2023

Acceptable and Unacceptable Behaviour

QUIGS defines acceptable behaviour as behaviour which promotes courtesy, co-operation and consideration towards others by all members of the school community which relates to relationships between students, between students and teachers or other school staff or between students and visitors or other persons within the school premises or outside.

The school identifies name calling, verbal abuse, anti-social behaviour, vandalism, threatening language or behaviour, extremism, intimidation, physical abuse, bullying, Sexual harassment, sexual violence and peer-on-peer abuse (including racist, sexist and homophobic abuse) as examples of unacceptable behaviour.

All staff should be aware that children can abuse other children and that it can happen both inside and outside of school and online. The school also includes any behaviour that disrupts or hinders learning taking place in the classroom or beyond as unacceptable.

The school communicates regularly the standards of acceptable and unacceptable behaviour to parents and carers via the school newsletters, assemblies and the school website

The school communicates the standards of acceptable and unacceptable behaviour to staff via staff INSETs, the QUIGS Employee Handbook and Staff Code of Conduct Policy.

Standard Operating Procedures for Classroom Management

All staff are expected to manage behaviour well. The school operates a system of standard operating procedures which aims to maintain good order and discipline to enable effective learning to take place.

Behaviour is monitored in lessons by:

- ☐ Analysis of recorded behaviour related incidents via the school's online behaviour log
- ☐ Lesson Observations and Learning Walks

Students' conduct outside the school gates (Chaucer Road and surrounding area)

Teachers have a statutory power to discipline students for misbehaving outside of the school premises. Section 89(5) of the Education and Inspections Act 2006 gives the Head teacher a specific statutory power to regulate students' behaviour in these circumstances "to such extent as is reasonable."

The use of 'reasonable force' in schools and colleges as stated in KCSIE

There are circumstances when it is appropriate for staff in schools and colleges to use reasonable force to safeguard children. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children.

This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a child needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of the classroom.

In response to all non-criminal poor behaviour and bullying which occurs anywhere on the school premises and which is witnessed by a member of staff or reported to the school, the school will sanction the behaviour accordingly.

This includes any misbehaviour when the student is:

- ☐ Taking part in any school-organised or school-related activity
- ☐ Travelling to or from school
- ☐ Wearing the school uniform
- ☐ In some other way identifiable as a student of the school

Misbehaviour at any time, whether or not the conditions above apply, that:

- ☐ Could have repercussions for the orderly running of the school
- ☐ Poses a threat to another student or member of the public
- ☐ Could adversely affect the reputation of the school

In response to criminal behaviour, the school will report this to the police or if it is brought to the schools' attention by the police, the school will fully cooperate with them.

Recognition and Rewards

The School will promote good and improved behaviour by students through a rewards system that is consistent and meaningful to students.

PY reward systems: Point allocation

- ☐ 10 points - For whole class behaviour
- ☐ 20 points - Lining up - (Given by teachers on duty)
- ☐ 20 points – Homework - Whole class on time
- ☐ 30 points - Whole class correct uniform
- ☐ 30 points - Whole Class correct P.E uniform
- ☐ 50 points - Times tables/ Spelling/ for full marks
- ☐ 100 points -Attendance (Whole class)

In addition, all teachers are expected to provide, where appropriate

- ☐ Praise
- ☐ Positive verbal feedback

The following is a list of other ways we celebrate and reward pupils success

- ☐ Display students' work both in the school
- ☐ Display students work in the newsletter/website

The school will monitor the use of rewards to ensure that they operate with due regard to equal opportunities and anti-discrimination

Early Intervention:

- ☐ The school recognises the importance of early intervention and preventative work in its positive reinforcement approach to behaviour management.
- ☐ The school will take steps to encourage young people to take responsibility for their own behaviour and help them to recognise the consequences of inappropriate behaviour through restorative practices and self-regulation
- ☐ The school will provide training for staff in order to promote positive and consistent behaviour standards within the school.
- ☐ Parents and carers will be contacted promptly to notify them of any serious incidents of misbehaviour in which their child has been involved in.
- ☐ The school will take steps to identify students who may benefit from early intervention.

Behaviour Support

The school will regularly review the support available to those individual students identified as being at risk of suspension or exclusion.

This will include:

- ☐ Teaching strategies - The SENCO will devise strategies for staff in order to make reasonable adjustments for students should their behaviour be the result of a learning difficulty, disability or medical condition
- ☐ A Behaviour Contract will be used for a period of two weeks when a student returns from a fixed period of suspension. It outlines what the student has agreed to do in order to make positive choices and to help improve their behaviour
- ☐ Personalised timetable - Set up for individuals to support learning or behavioural needs

Sanctions

Students have the right to expect fair and consistently applied sanctions for wrong behaviour choices which make a clear distinction between serious and minor infringements of the Code of Conduct. An appropriate sanction is one that is designed to resolve matters as they arise.

Thus, it is inappropriate to punish whole groups of students for the misdemeanours of a few. The school has developed and will implement a consistent range of strategies and sanctions to deal with inappropriate behaviour by students.

The Education Acts of 2006 and 2011 and the Education and Inspections Act 2006 gives all schools the 'Power to Discipline'. Teachers have a statutory authority to discipline students whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction (Section 91 of the Education and Inspections Act 2006).

- ☐ The power also applies to all paid staff (unless the Headteacher says otherwise) with responsibility for students, such as teaching assistants.
- ☐ Teachers can discipline students at any time the student is in school or elsewhere under the charge of a teacher, including off site visits.
- ☐ Teachers can also discipline students for misbehaviour outside the school premises.
- ☐ Teachers have a specific legal power to impose detention outside school hours. (up to 1 hour)
- ☐ Teachers can confiscate students' property including snacks and foods that are deemed unhealthy (please refer to our Healthy Eating Policy)

The Headteacher will take account of the following principles in determining and implementing the Behaviour Policy:

- ☐ None of the school's sanctions must be degrading or humiliating
- ☐ All rewards and sanctions must be applied fairly and consistently and in a timely fashion
- ☐ All paid staff at the school have a statutory authority to impose sanctions (called 'disciplinary penalties' in the Education and Inspections Act 2006);
- ☐ The Headteacher has the power to withdraw the authority from individual staff or classes of paid staff
- ☐ The Headteacher has the power to authorise any unpaid staff to impose disciplinary penalties.

The Trustee committee of the School has agreed that the following 'disciplinary Penalties' may be used.

- ☐ Removal from the group/class or particular lesson on a short term basis
- ☐ Detention
- ☐ Withdrawal of privileges, including withholding participation in educational visits or sports events
- ☐ Behaviour/Learning trackers will be issued by SLT

Detention

Members of staff who have the right to hand out detentions include teachers who work at the school and in addition any other person who has the authority of the Headteacher, these include cover staff, teaching assistants and staff on duty during break and lunchtime times.

Since September 2011 parental consent is not required for any detentions. There is no longer a requirement to give parents 24 hours' notice of a detention. Teachers have a legal power to issue a detention to students under the age of 18, this includes detention outside of school hours.

However, in order to work successfully with parents, 24 hours' notice will continue to be provided at Quwwat Ul Islam Girls' for all detentions after 3.25pm that last longer than 15 minutes. This is due to the unique circumstances of many of our parents who collect younger siblings from other schools therefore, providing 24 hours' notice allows parents to make other arrangements.

There are exceptions to this

A member of the Senior Leadership Team makes the decision to retain the student after school hours for their own safety, this would not be viewed as a detention. (please refer to our child protection and safeguarding policy). Records of detention must be kept by the phase Lead and recorded on the tracker. Please note that we do not issue detentions for our Primary students.

The use of force or restraint in order to control

Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a student from doing, or continuing to do, any of the following:

- ☐ Committing an offence
- ☐ Causing personal injury to, or damage to the property of, any person (including themselves)
- ☐ Prejudicing the maintenance of good order and discipline at the school or among students receiving education at the school, whether during a teaching session or otherwise.

The staff to which this power applies is any teacher who works at the school and any other person whom the Headteacher has authorised to have control or charge of students.

There is no legal definition of reasonable force. However, nothing in the law concerning the use of reasonable force legitimises corporal punishment.

Quwwat Ul Islam Girls' School expects staff to always try and diffuse a situation without physical intervention. We also do not expect staff to put themselves at risk. However, should the need arise, the member of staff available must use their judgement on whether to intervene. There is a power, not a duty, to use force, so members of staff have discretion whether or not to use it. However, teachers and other school staff have a duty of care towards their students and it might be argued that failing to take action (including a failure to use reasonable force) may breach that duty.

The term 'reasonable force' covers the broad range of actions used by teachers at some point in their career that involve a degree of physical contact with students. Force is usually used either to control or restrain. This can range from guiding a student to safety by the arm through to more extreme circumstances such as, breaking up a fight or restraining a student to prevent violence or injury.

The judgement on whether to use force with students with SEN or disabilities should not only depend on the circumstances of the case but also on information and understanding of the needs of the student concerned.

Schools do not require parental consent to use force on a student.

The Headteacher and authorised school staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.

If physical intervention/restraint is used in any manner the Designated Safeguarding Lead must be notified.

The student who has been restrained, must also be given the opportunity to be examined, should they wish, by the school's First Aid Staff and/or Designated Safeguarding Lead.

The Right to Search Students

Schools' obligations under the European Convention on Human Rights (ECHR).

- ☐ Under article 8 of the European Convention on Human Rights students have a right to respect for their private life. In the context of these particular powers, this means that students have the right to expect a reasonable level of personal privacy.
- ☐ The right under Article 8 is not absolute, it can be interfered with but any interference with this right by a school (or any public body) must be justified and proportionate. The powers to search in the Education Act 1996 are compatible with Article 8.

School staff can search a student for any item if the student agrees. Formal written consent from the student is not required, it is enough for the teacher to ask the student to turn out their pockets or if the teacher can look in the student's bag and for the student to agree.

The Headteacher and staff authorised by them have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items may constitute:

- ☐ Phones (during the school day)
- ☐ iPod/mp3/mp4 devices (during the school day)
- ☐ Knives or weapons
- ☐ Alcohol
- ☐ Illegal drugs
- ☐ Unhealthy foods/drinks

- ☐ Stolen items
- ☐ Tobacco and cigarette papers including shisha pens
- ☐ Fireworks
- ☐ Pornographic images including contents of iPads and phones (reports of nudes and semi nudes should be referred directly to the DSL and should not at any point be viewed or investigated by any member of staff)

Mobile Phones

- ☐ The school has the right to confiscate a student's phone without consent if it reasonably suspects the phone is connected to a breach of school rules or other misconduct
- ☐ If any suspected "foul play" involves issues such as bullying, harassment, sharing of inappropriate images, threats, or another serious incident
- ☐ School staff may examine data on the phone without consent if they have reasonable grounds to suspect it contains evidence that a criminal offence has been or is likely to be committed or that someone has been harmed or is at risk of harm.

Any article that the member of staff reasonably suspects has been, or is likely to be used

- ☐ To commit an offence,
- ☐ To cause personal injury to, or damage to the property of, any person (including the pupil)

The Headteacher and authorised staff can also search for any banned item(s) that have been identified in the 'Healthy Eating Policy'. This search can take place without consent and on a regular basis. All banned items will be distributed to the local food bank.

However, all members of staff can search if they believe there is an immediate risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

Teachers can only undertake a search without consent if they have reasonable grounds for suspecting that a student may have in her possession a prohibited item. The teacher must decide in each particular case what constitutes reasonable grounds for suspicion. For example, they may have heard other students talking about the item or they might notice a student behaving in a way that causes them to be suspicious.

The search must take place in a suitably private area and never in front of another student, unless a group of students are being searched and it is with their consent (two members of staff must always be present).

The person conducting the search may not require the student to remove any clothing other than outer clothing. 'Outer clothing' means clothing that is not worn immediately over a garment that is being worn as underwear, but 'outer clothing' includes hats; shoes; coats, jumpers, boots; gloves and scarves/hijabs.

Confiscation

Staff can seize any prohibited item found as a result of a search. They can also seize any item, which they consider harmful or detrimental to school discipline.

If the following items are found they must be given to the Head teacher/Deputy Head teacher and the police will be contacted.

- ☐ Knives
- ☐ Guns, genuine or imitation
- ☐ Any object thought to be a weapon
- ☐ Illegal substances of any class
- ☐ Stolen items (unless they are stolen in school and the decision is made to return them to their owner and the school follows its own disciplinary procedures)

- ☐ Inappropriate or Pornographic images where the possession constitutes a specified offence (i.e., it is extreme or child pornography) in which case it must be delivered to the police and should not be viewed by any member of the staff

If the following items are found a member of the Senior Leadership team should be consulted in order to arrange for their disposal.

- ☐ Alcohol
- ☐ Cigarettes, tobacco and papers, Shisha pens
- ☐ Fireworks
- ☐ Laser Pens
- ☐ Other substances which are not believed to be controlled drugs, (e.g., legal highs)

If the following items are confiscated because they are against the school rules, they should be placed in the main school office for parental collection, they should be clearly labelled with the student's name and who confiscated it, and when.

- ☐ Mobile Phones & iPad
- ☐ Any other item which though not dangerous or illegal would be better collected by a parent rather than returned to the student.
- ☐ Large sums of money or expensive jewellery could fall into this category where the teacher deems there is a real risk of a student being robbed or assaulted for such items.
- ☐ Many other items may be confiscated from students, normally because it is either against uniform requirements or it has disrupted or has the potential to disrupt learning or health and safety.

Students with Disabilities

The School aims to ensure that students with disabilities are not treated less favourably than other students and will endeavour to ensure that no exclusion of such a student has been caused directly or indirectly by the student's disability. Any exclusion of a student with a disability will be closely monitored. The School has the legal responsibility to make reasonable adjustments in such cases.

Managing allegations from students against staff

Please also refer to our child protection and safeguarding policy/staff code of conduct and Employee Handbook.

If an allegation is made against a member of staff, the quick resolution of that allegation should be a clear priority to the benefit of all concerned. At any stage of consideration or investigation, all unnecessary delays should be eradicated.

In response to an allegation, staff suspension should not be the default option. An individual should only be suspended if there is no reasonable alternative. If suspension is deemed appropriate, the reasons and justification should be recorded by the school and the individual notified of the reasons.

Allegations that are found to have been malicious should be removed from personnel records and any that are not substantiated, are unfounded or malicious should not be referred to in references.

Students that are found to have made malicious allegations against a member of staff will be dealt with seriously. In line with DfE guidance, the school will consider Fixed Term Suspension/Permanent Exclusion depending on the nature of the malicious allegations (as well as referral to the police if there are grounds for believing a criminal offence may have been committed).

Quwwat-UI-Islam Girls' School Behaviour Procedures KS3

Student behaviour will be recorded for a total of four times on the initial Behaviour Tracker before being recorded onto the 'Restorative Period' Tracker. Restorative practices and self-regulation strategies will be applied and students' behaviour will be recorded for a further four times during the restorative period. Thereafter, students will be placed onto the Report System and no longer be tracked on the Behaviour Tracker. Whereby any incident needs to be investigated all students will be required to complete a statement.

Please note: The schools' list of unacceptable behaviours are not exhaustive

Step	Behaviour Tracker ALL steps should be logged directly onto the Behaviour Tracker
1	First Verbal Warning Talking/Calling out/Answering back/Lack of concentration/Late to lesson Disrespectful to the teacher/Disrespectful to student(s)/Distracting peers during lesson time/Wasting teaching time/Low level disruption/Other behaviour(s) deemed inappropriate by the class Teacher
2	Second Verbal Warning Persistent repetition of above
3	Detention for 15 minutes after school on the same day Persistent repetition of steps 1 & 2
4	Persistent repetition of steps 1, 2 & 3 in a single school day 15-minute detention plus one-hour detention the following Wednesday.
Step	Behaviour Tracker – Restorative Period ALL steps should be logged directly onto the Restorative Period Behaviour Tracker
1	First Verbal Warning Talking/Calling out/Answering back/Lack of concentration/Late to lesson Disrespectful to the teacher/Disrespectful to student(s)/Distracting peers during lesson time/Wasting teaching time/Low level disruption/Other behaviour(s) deemed inappropriate by the class Teacher
2	Second Verbal Warning Persistent repetition of above
3	Detention for 15 minutes after school on the same day Persistent repetition of steps 1 & 2
4	Persistent repetition of steps 1, 2 & 3 in a single school day 15-minute detention plus one-hour detention the following Wednesday
Report System Students will no longer be logged onto the Behaviour Tracker and will continue to follow the Report System Steps	
White Report	☐ If a child has been recorded four times on the behaviour tracker and a further four times on the restorative log On the spot: ☐ Persistent low level disruption ☐ Failure to follow Islamic ethos and respect school values/property ☐ Extreme rudeness to peer(s) ☐ Extreme rudeness to staff member(s) ☐ list of unacceptable behaviours are not exhaustive Parents will be informed that their child will be issued with a white Report. Students must achieve Excellent (1)/Good (2) on their report as failure to do so will result in further weeks on white report. Second week students must achieve Excellent (1)/Good (2) on their report failure to do so will result in a Yellow Report being issued.

Yellow Report	☐ Failure to achieve Excellent (1)/Good (2) 1/2 on White Report after a two-week period On the spot: ☐ Willful or serious vandalism ☐ Graffiti to school property ☐ Swearing (foul language) ☐ Aggressive defiant behaviour towards a member of the school community ☐ Persistent failure to follow Islamic ethos and respect school values list of unacceptable behaviours are not exhaustive Parents will be informed that their child will be issued with a Yellow Report Students must achieve Excellent (1)/Good (2) on their Yellow Report as failure to do so will result in a further week on the Yellow Report. Second week students must achieve Excellent (1)/Good (2) on their report failure to do so will result in a Red Report being issued.
Red Report	☐ Failure to achieve Excellent (1)/Good (2) 1/2 on Yellow Report after a two week period On the spot: ☐ Peer-on-peer abuse (onsite/outside school premises/online) ☐ Bullying including cyberbullying Prejudicing - based and/or discriminatory bullying ☐ Theft ☐ Persistent failure to follow Islamic ethos and respect school values list of unacceptable behaviours are not exhaustive Parents will be informed that their child will be issued with a Red Report. Students must achieve Excellent (1)/Good (2) on their report as failure to do so will result in a further week on Red Report. Second week student must achieve, Excellent (1)/Good (2) on their report failure to do so will result in a 2 day fixed suspension
2 days On the Spot Fixed Suspension	☐ Failure to follow behaviour expectations as agreed in line with the Report System On the spot: ☐ Causing physical harm (this may include an online element that facilitates, threatens/or encourages physical abuse) ☐ Bullying (face to face/online both onsite and outside school premises) ☐ Failure to follow Islamic ethos and respect school values ☐ Using or being found with a mobile device during the school day (1 day fixed suspension) list of unacceptable behaviours are not exhaustive
Behaviour Contract 4 Weeks	Behaviour Contract – When a student returns from a fixed period of suspension a, Behaviour Contract will be issued for a period of 2 weeks. During this period the school will endeavour to enforce preventative measures to ensure Behaviour expectations are met and to help support students with restorative and self-regulated strategies. Failure to meet all expectations will result in Permanent Exclusion

Permanent Exclusion	A decision to exclude a student permanently, as befitting its gravity, will only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences has been attempted but to no avail. Please note: As part of our school safeguarding duties the school is aware that both the perpetrator and alleged victim involved in any of the above will need support. Parents have the right to make representations to the Trustee Committee regarding a Permanent Exclusion within 5 working days (excluding school/bank holidays) from the first day of exclusion. The Trustee Committee will review and respond to parents/carers within 10 working days. The school will complete an off-roll application and submit this to the Local Authority on the first day of the permanent exclusion or from the first day after a review has been concluded by the Trustee Management. Behaviour that constitute Permanent Exclusion: ☐ Failure to meet all expectations as outlined in the Behaviour Contract ☐ Persistent failure to follow Islamic ethos and respect school values ☐ Possession of illegal substances or Legal highs ☐ Being in possession of an offensive weapon ☐ Sexual violence (this may include an online element that facilitates, threatens, and/or encourages sexual violence) ☐ Sexual harassment, such as sexual comments, remarks, jokes, and online sexual harassment, which may be standalone or part of a broader pattern of abuse ☐ Consensual and non-consensual sharing of nudes and semi nudes images and or videos ☐ Up skirting ☐ Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element). ☐ Truancy
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Quwwat-UI-Islam Girls' School Behaviour Procedures KS4

Student behaviour will be recorded for a total of four times on the initial Behaviour Tracker before being recorded onto the 'Restorative Period' Tracker. Restorative practices and self-regulation strategies will be applied and students' behaviour will be recorded for a further four times during the restorative period. Thereafter, students will be placed onto the Report System and no longer be tracked on the Behaviour Tracker.

Please note: The schools' list of unacceptable behaviours are not exhaustive

Step	Behaviour Tracker ALL steps should be logged directly onto the Behaviour Tracker
1	First Verbal Warning Talking/Calling out/Answering back/Lack of concentration/Late to lesson Disrespectful to the teacher/Disrespectful to student(s)/Distracting peers during lesson time/Wasting teaching time/Low level disruption/Other behaviour(s) deemed inappropriate by the class Teacher
2	Second Verbal Warning Persistent repetition of above
3	Detention for 15 minutes after school on the same day Persistent repetition of steps 1 & 2
4	Persistent repetition of steps 1, 2 & 3 in a single school day 15-minute detention plus one-hour detention the following Wednesday.
Step	Behaviour Tracker – Restorative Period ALL steps should be logged directly onto the Restorative Period Behaviour Tracker
1	First Verbal Warning Talking/Calling out/Answering back/Lack of concentration/Late to lesson Disrespectful to the teacher/Disrespectful to student(s)/Distracting peers during lesson time/Wasting teaching time/Low level disruption/Other behaviour(s) deemed inappropriate by the class Teacher
2	Second Verbal Warning Persistent repetition of above
3	Detention for 15 minutes after school on the same day Persistent repetition of steps 1 & 2
4	Persistent repetition of steps 1, 2 & 3 in a single school day 15-minute detention plus one-hour detention the following Wednesday

**1 day On the Spot
Fixed Suspension**

- ☐ If a child has been recorded four times on the Behaviour Tracker and a further four times on the Restorative Tracker

On the Spot:

- ☐ Failure to follow behaviour expectations
- ☐ Persistent failure to follow Islamic ethos and respect school values
- ☐ Causing physical harm (this may include an online element that facilitates, threatens or encourages physical abuse)
- ☐ Persistent bullying (face to face/online both onsite and outside school premises)
- ☐ Unacceptable behaviour (behaviour that disrupts or hinders teaching and learning)
- ☐ Students' conduct outside the School Gates (Anti-social behaviour, including use of phones)
- ☐ Failure to wear the correct school uniform (Correct uniform and hijabs must be worn at all times)
- ☐ Homework (Must be completed on time to a high standard including legible handwriting)
- ☐ Booster sessions (Failing to be punctual or attend booster sessions without a valid reason)
- ☐ Disrespecting members of Staff (Including swearing, aggressive defiant behaviour and rudeness which is discriminatory or insulting, directly or via social media)
- ☐ Lack of cooperation and consideration towards others of the school community
- ☐ Failing to complete all set work in class
- ☐ Bullying of any kind (Direct or via social media)

2 day On the Spot Fixed Suspension	On return after a 1 day fixed suspension ☐ As above
Permanent Exclusion	A decision to exclude a student permanently, as befitting its gravity, will only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences has been attempted but to no avail. Please note: As part of our school safeguarding duties the school is aware that both the perpetrator and alleged victim involved in any of the above will need support. Parents have the right to make representations to the Trustee committee regarding a permanent exclusion and the Trustee committee must review this in the timely fashion. The school will complete an off-roll application and submit this to the Local Authority on the first day of permanent exclusion Behaviour that constitute Permanent Exclusion: ☐ Failure to meet all expectations as outlined in the Behaviour Contract On the Spot: ☐ Possession of illegal substances or Legal highs ☐ Being in possession of an offensive weapon ☐ Sexual violence/ sexual assault (this may include an online element that facilitates, threatens, and/or encourages sexual violence) ☐ Sexual harassment, such as sexual comments, remarks, jokes, and online sexual harassment, which may be stand alone or part of a broader pattern of abuse ☐ Consensual and non-consensual sharing of nudes and semi nudes images and or videos (also known as sexting or youth-produced sexual imagery) ☐ Up skirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; and ☐ Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element). ☐ Truancy

On the spot 15 minutes Detention
Incorrect uniform/ hijab not worn correctly
Misbehaviour during Salah
Failure to bring in PE kit on designated day/incorrect PE kit
Failure to bring in exercise book(s)/work books
Failure to bring in planner/ unsigned planner
Chewing gum/eating food in class
Failure to hand in homework on time/insufficient /incomplete homework
Disrespectful, Disruptive Behaviour towards Staff/Peers

One Hour Detention - ALL One hour detentions take place on Wednesday's
Students who arrive late to school without a valid reason more than once in a half term period
Students who fail to attend a 15 minute detention
Students who reach Step 4 during the school day
Students who have been recorded 4 times on the 'On the spot' log

QUIGS School Rules

Travelling to and from School

Students are expected to:

- ☐ Wear full school uniform
- ☐ Be courteous to all members of the public
- ☐ Obey all traffic and pedestrian laws
- ☐ Remember they are ambassadors for the school
- ☐ Be aware of their own and others safety

Arrival at school

Students are expected to:

- ☐ Arrive at school on time
- ☐ Be aware of where they should be (form room, assembly/subject class)
- ☐ Arrive promptly to their next lesson

Tutor Time

Students are expected to:

- ☐ Arrive to their form room on time
- ☐ Enter the room in an orderly manner
- ☐ Remain silent for the register
- ☐ Be aware the register is a legal document
- ☐ Have diaries ready, ensure they have been signed by parents
- ☐ Follow form tutor instructions
- ☐ Listen carefully to all messages and notes
- ☐ Collect and take home any information given out

During Lesson Time

Students are expected to:

- ☐ Arrive to lessons on time
- ☐ Wait outside the room in an orderly manner until asked to enter
- ☐ Enter classroom when instructed by the teacher
- ☐ Stand behind chairs and recite the learning dua
- ☐ Only sit when instructed by the class teacher/Sit in the seating plan the teacher has implemented
- ☐ Bring the necessary equipment to each lesson including diary/planner
- ☐ Listen/follow carefully to all staff instructions
- ☐ Complete all set classwork
- ☐ Ensure homework is completed to a high standard
- ☐ Take responsibility for own learning
- ☐ Do not to disturb the learning of others
- ☐ Treat all members of the class with respect
- ☐ Never disrupt the teachers right to teach
- ☐ Be respectful of others learning styles and abilities
- ☐ Do not to use banned equipment during lessons/ rubbers/tippex
- ☐ Leave the room quietly and tidy

Break/Lunch Time

Students are expected to:

- ☐ Visit the toilet
- ☐ Relax and have fun
- ☐ Behave in a mature and sensible manner
- ☐ Place all litter in the bins provided
- ☐ respect all midday supervisors and follow instructions
- ☐ Respect the Mosque during salaah time
- ☐ Do not consume unhealthy foods/drinks

School Trips

Students are expected to:

- ☐ Act as ambassadors for the school
- ☐ Behave in a mature and sensible manner
- ☐ Listen to staff instructions carefully/Follow staff instructions
- ☐ Pay particular attention to meeting times and locations
- ☐ Behave well on the bus or other mode of transport and follow any necessary safety regulations
- ☐ Keep the bus clean and tidy
- ☐ Behave in a mature and sensible manner at all times

School Uniform

All students must be in full uniform at all times. If there is a reason you students are unable to wear the correct uniform, parents must call and inform the office. A note will not be sufficient.

- ☐ Grey abaya
- ☐ School blazer
- ☐ Burgundy Hijab
- ☐ Black Trousers/leggings worn under the abaya
- ☐ Black flat school shoes
- ☐ Flat Ankle boots (Winter season only)
- ☐ Black socks
- ☐ NO Trainers
- ☐ NO Nail Polish
- ☐ No Hoodies/Shawls/Scarves
- ☐ No Jewellery/Nose studs
- ☐ No Make up

Standard Operating Procedures and Effective Classroom Management

- ☐ Staff and students should be punctual to the lesson in order to maximise time for teaching and learning. This is particularly important after break and lunchtime
- ☐ Entry into the classroom should be supervised and orderly with students being
- ☐ greeted at the door and uniform infringements dealt with prior to students' admission or at a discreet moment in the lesson so as not to distract from learning for the majority
- ☐ Students should sit according to the teacher's seating plan
- ☐ All students should remove their outdoor clothing and bags they should be placed safely out of the way
- ☐ Student planners and all equipment should be placed on the desk in front of the student, in preparation for the lesson ahead
- ☐ A firm but friendly atmosphere is maintained in the classroom at all times.
- ☐ Learning should be planned appropriately and well in advance with appropriate resources and support materials available in order for all students to achieve. Where a Teaching Assistant or other adult is working in a lesson, their role must have been planned for
- ☐ Instructions for homework and its differentiation must be included on the G-slide and issued via the google classroom platform. Sufficient time should be provided to students to record this in their diaries along with the deadline for submission
- ☐ Rewards and sanctions, where appropriate, must be applied consistently and fairly
- ☐ Teachers will note those students who are not equipped for the lesson or who do not hand in the homework of the expected high quality, or on time and will communicate this through Student Planners. Tutors, Parents, and Carers will then pick this up and be able to support the student in their organisational skills
- ☐ Students should only be allowed to leave a lesson in exceptional circumstances, such as when in need of First Aid. Students should not be left outside of a classroom unsupervised
- ☐ Students should be asked to pack away and stand quietly behind their chairs to await an orderly dismissal, when the room is tidy and uniform has again been checked
- ☐ All staff are 'corridor teachers' and as such are responsible for challenging poor behaviour choices around the school.
- ☐ Staff should be aware of and note any problems around the site
- ☐ They should encourage students to move quickly and quietly in corridors by reminding them of the need to be orderly
- ☐ Teachers should be in the corridor, outside the classroom at the change of lessons, wherever possible, supervising students generally and awaiting the arrival of their group.

HOW TO HAVE A RESTORATIVE CHAT



Harm

Someone or something has been hurt or harmed



Step Back

Assess your own emotional state



"What Happened?"

Actively listen



"Who else is affected?"

Who else got hurt or was involved?



"How are you feeling?"

How did you feel at the time and now?



"What are you thinking?"

What did you say to yourself when it happened?



"What do you need?"

Listen hard for needs that can go some way to being met



"What needs to happen to make things ok?"

Do you need to bring people together?



Check back

Make a note of when you can check in with people

What needs to happen now?

Students who arrive late to school without a valid reason more than once in a half term period
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QUWWAT-UL-ISLAM
GIRLS' SCHOOL

Restorative practice

What were you
thinking about
at the time?

What
happened?

What have your
thoughts been
since the
incident?

Who do you think has
been affected by your
actions? In what way
were they affected?

What do you
need to do now
to make things
right?

