

# PARK AVENUE GIRLS' HIGH SCHOOL

## Discipline and Behaviour Policy

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Educating Nurturing Inspiring

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Reviewed on 29<sup>th</sup> July 2016 by Aapa Sarwat

“Leave outward sin and inward sin. Surely, those who commit sin shall be punished for what they used to commit.” (Quran, 6:120)

### **Policy**

This policy will encourage people to set high standards of behaviour through self-discipline by recognising the rights of all pupils to education in an atmosphere conducive to learning and in a safe environment

### **Practice**

Parents and pupils are made aware of the standards of behaviour expected through the codes of conduct and publication of school rules. The theme of good behaviour is regularly reinforced through the Citizenship program, tutorials and during assemblies. There is a system of rewards and sanction, which is implemented by all staff.

### **Rewards:**

- Praise and encouragement in lessons to recognise achievement.
- Positive written comments on work.
- National Curriculum coordinator and Islamic Curriculum coordinator commendations during assembly.
- Displays on good work
- Name on board-right-hand side awarded merit.
- Awarding merits

### **Sanctions:**

Students who misbehave during lessons will go through the following procedure:

- Three verbal warnings
- Written warning
- Behaviour and homework detentions (extra work)
- Referral to National Curriculum coordinator or Islamic Curriculum coordinator. (Pupil may be put on a 4 week report which will be reviewed and further report or action taken. Blue report = 1<sup>st</sup> report, yellow = 2<sup>nd</sup> report, red = 3<sup>rd</sup> report and final report.
- Appointment with parents.

**Exclusions:**

Exclusion (fixed or permanent) depending on the nature of incident the National Curriculum coordinator or the Islamic Curriculum coordinator will apply permanent exclusion in consultation with the principle. For fixed term exclusions subject teachers will set the work.

All pupils are encouraged to volunteer for a responsibility and to prevent problems.

All staff are equally responsible as pupils move around school, including class room teachers during lessons. Senior Management to deal with any issues arising.

**BEHAVIOUR POLICY**

**CODE OF CONDUCT**

**General expectations of attitude to work**

**All pupils must do their best to benefit from the opportunities that are offered in our school.**

They should therefore:

- Give academic work a high priority.
- Attend all lessons, participating fully and working consistently to the highest possible standard for their level of ability.
- Catch up on class work and homework missed through absence
- Prepare for lessons, bringing the appropriate equipment, clothing and books
- Arrive punctually to all commitments
- Complete all homework to the highest standard possible for their level of ability
- Complete homework by the day required, and submit the homework to the teacher at the time specified, in advance by the teacher.
- Complete examination coursework by the deadline specified by the teacher.
- Create an environment which allows them to learn effectively and without distraction.

**The Head Teacher reserves the right to request the removal of any pupil who fails to fulfil these expectations.**

Students should also

- Accept praise and encouragements gracefully and be proud of their strengths
- Accept constructive criticism and take action to improve their weaknesses
- Accept without question the consequences of inappropriate behaviour or conduct
- Accept without question the consequences of inappropriate behaviour or conduct

### **Courtesy**

**In speaking and responding to others, all pupils must respect the normal conventions of**

- Pupils should therefore:
  - Be honest and truthful
  - Use of appropriate language for the working environment
  - Speak politely, pleasantly and with respect to all adults including: -
    - Members of staff, both teaching and non-teaching staff
    - Visitors to the school
  - Speak quietly, politely and pleasantly to other pupils including those who are exercising responsibility for a school activity or carrying out a duty
  - Address adults by title and surname
  - Observe normal conventions for assemblies, both in school an off-site, including:-
    - Walking quietly between classroom and Assembly Hall
    - remaining silent in the Assembly Hall

### **Consideration and concern for others**

**All members of our School must respect the human rights of others and have regard for the Well-being and academic progress of fellow pupils.**

Pupils should therefore:

- Treat all members of the school community equally, and with care and concern
- Encourage and support pupils
- Act as positive role models to younger pupils

Pupils should create an environment free from bullying by:

- Avoiding insulting, abusive, and hurtful language or images – face to face verbal or written or placed on social networking and message sites/ mobilephones/ camera phones or any other form of technology.
- Avoiding the use of **behaviour** or **body language** or **teasing** with others find intimidating
- Threatening or hurtful
- Avoiding the use of **physical violence** of any form
- Avoiding the use of **exclusion** from friendship groups as a means of intimidation and hurt
- Avoiding any part in the spreading of rumours
- Avoiding behaviour which causes other pupils to under-perform in academic work
- Avoiding behaviour which damages the self-esteem of others

In order to prevent a repeat of the bullying described above, a pupil should report to a member of staff, without delay: -

- The occurrence of any of the above abuses to herself
- If she witnesses the occurrence of any above abuses to fellow pupils
- If she notices someone upset

### **Expectations of behaviour in and around school**

**Each member of our School must behave in a way that allows herself and others to work successfully, without disruption, safely and with enjoyment.**

#### General points

- Any reasonable request from a member of staff should be carried out at once and without argument.
- Rudeness, disrespect or insolence towards members of staff is not acceptable, nor excusable.
- A pupil must observe health and safety rules, as directed by the School Code of Conduct and by subject-specific and specialist room guidelines.
- A pupil must adhere to the rules governing ICT and mobile phone use, including use of computer hardware and software computer messaging, accessing computer data and posting images on internet sites.

**Breaking any of the four basic rules above will be treated as a very serious matter.**

- Eating and drinking are not allowed in learning areas, corridors or lockers area. If discovered eating in these areas, food or drink may be confiscated by a member of staff.

(Exception – water may be drunk in the locker areas or in a lesson with the teacher's permission.)

- Chewing gum is **not allowed** in any part of school premises
- Personal stereos, MP3 players, radios, magazines or other distractions are not allowed in school.
- Pupils are not allowed to have access to mobile phones in the school building.
- A pupil needing to leave a lesson early should obtain a written excuse note signed by her teacher.
- Non-emergency medical/dental treatment during the school day should be avoided if possible and can only be agreed following a written request from parents to the Head of Year, giving 48 hours' notice.
- A pupil is expected to use breaks and lunch hours for toilet visits, not lesson time unless she is taken ill suddenly or is suffering from a notified medical condition.

## **Health and safety**

**All members of our School must have regard for the health and safety of themselves and others**

**Everyone should be orderly and considerate in moving around school:-**

- Walk (and not run) on the left side along corridors.
- Walk no more than two abreast along corridors and single file on stairs.
- Be patient and avoid pushing, particularly on stairs.
- Give way to others at doorways, opening the doors to allow others through first.
- Hold doors open for those walking behind.
- Carry their bags and other belongings in a way which does not inconvenience other people.
- Avoid carrying unnecessarily heavy loads by using lockers efficiently.
- Organise recreation time activities at breaks and lunchtimes in such a way that other people's safety is not threatened.
- Queue when required to do so, and in a sensible, fair and well-ordered manner.
- Avoid moving furniture and opening windows unless supervised by a teacher.

**Pupils should also ensure that school always knows their whereabouts. They should:**

- Remain on the school site during the school day unless they have written permission to leave from parents and from the Head of Year or another senior member of staff
- Avoid areas which are out of bounds.
- Always sign out at Reception if given permission to leave school during the school day.
- Always sign in at Reception if arriving in school after registration.
- Exercise good road sense on the way to and from school

**Pupils should respect all procedures and rules designed for their safety:**

- Respect and not tamper with safety equipment such as fire-fighting appliances and alarms memorise all safety procedures, including procedures for evacuation in the event of a fire and non-evacuation emergency procedures
- Co-operate in practice evacuation of the school in preparation for any emergency which might arise
- Tie back long/ loose scarves at all times as this is a health and safety requirement

**Infringements of all Health and Safety rules are serious, but the following will be treated as a very serious matter.**

**Pupils must:**

- Not use or bring into school any items, substances or drugs that might be dangerous,
- Threatening, forbidden or illegal (Prescription drugs must be left with the School Office)
- Not smoke or possess cigarettes or tobacco in school, whilst travelling to and from school or offsite during the school day
- Respect for property

**All members of our School must respect and take responsibility for property — their own property, other people's property and the School's property.**

A pupil should therefore:

- Make sure that all her belongings are clearly named
- Keep personal property with her or inside her locker, not on the tops of lockers nor in corridors
- Hand in to reception or to a member of staff items which appears to be lost
- Avoid bringing valuable property like personal stereos, MP3 or CD players, electrical or electronic equipment and jewellery to school
- Carry money in a named purse on her person at all times
- Bring only sufficient money for that day's essentials
- Hand in to the Office for safe-keeping at the start of the day any valuable property or large sum of money which has to be brought into school for a justifiable reason, such as payment for a school-organised visit
- Treat all school property — books, furniture, lockers, equipment and buildings — with care and respect
- Report to reception any damage to school property or graffiti immediately as it occurs or as soon as damage is noticed
- Clear up after meals and snacks
- Ensure that cutlery and crockery belonging in the Dining Hall are used only in the dining hall

- Keep the changing room, locker area and tidy and clean
- Keep books, furniture and buildings free from graffiti
- Put litter in bins
- Take care not to damage displays whilst moving around rooms and corridors
- Keep toilet areas clean and free from graffiti.

**We regret that the School cannot take responsibility for the loss or theft of belongings, nor damage to Belongings**

Promoting the School and its Islamic Ethos

**All members of our School must do their best to maintain the highest possible reputation, both for themselves and for the School.**

Attending a school with a national reputation for high standards and academic achievement is an asset to its pupils when they progress to Higher Education and employment.

Pupils should therefore do their utmost to promote the strengths of the school and its pupils. They should:

- Be aware at all times of the impression they create, ensuring that this impression is positive
- Dress appropriately for work by wearing the correct school uniform , ensuring that it is clean and well-maintained and that it reflects the Islamic Code of dress.
- Ensure that their appearance is smart, conforming with all uniform and Islamic appearance regulations.
- Behave politely and with consideration for others at all times in school, when acting as a representative of the school in extra-curricular activities and off-site visits, and when travelling to and from school on public transport or the school bus.
- Behave in a sporting manner in all competitive events
- Act efficiently as agents of communication between their parents and the school, returning letters, reply slips and absence notes promptly to school
- Offer help and assistance willingly when asked to do so by staff
- Welcome visitors to the school in a helpful friendly and respectful manner

## **BEHAVIOUR POLICY: REWARDS AND SANCTIONS**

### **Rewards**

The School seeks to encourage, recognise and reward positive attitudes and achievements through a system of certification and letters of congratulation.



- A pupil may receive a letter of Commendation for an outstanding piece of work, a consistently outstanding level of effort or a very significant contribution to the School community.
- All pupils are provided with opportunities to take part in a range of extra-curricular activities for which many receive certification from awarding bodies external to school
- Pupils in Years 7 to 11 participate in a system of Merits that acknowledges and praises achievement, effort and good citizenship.
- Certificates of 100% attendance and highest merits are received at the end of each term in a special assembly.

## Sanctions

If a pupil breaks the School's Code of Conduct, she must accept the consequences of her actions. Sanctions will be applied fairly and consistently to all pupils. For single and minor misdemeanors, such sanctions might include repositioning the pupil within the class, setting additional subject-related work, subject detention at lunchtime or giving tasks useful to the school community during break or the lunch hour.

More rarely, a higher level of sanction will be necessary for a persistent problem or for a serious misdemeanor. In this case, the Head of Year or the Head Teacher will impose the sanction and will inform the parent. Such sanctions include:

- Formal detention at lunchtime or after school
- Daily monitoring report card
- Community Service – Mrs Parveen our Islamic coordinator will be in charge of deciding of the type of community service pupils will do and she will be responsible for as supervising the community service.

If it is felt necessary to place a pupil in formal detention after school, parents will be notified in writing at least 24 hours in advance. Notification will normally be by pupil post, but may be sent using the public postal system. After-school detentions are normally held weekly on and parents are asked to make appropriate transport arrangements for their daughter to travel home. Formal detentions will be noted in pupil's individual school record and will appear on the school report.

Please note that chewing gum is not permitted on school premises. The penalty for chewing gum is automatic after-school detention.

Very serious misdemeanors or a consistent failure to work to an acceptable level in lessons or homework will incur one or more of the following sanctions and will involve the Head Teacher. Use of these sanctions is rare in our School.

- Pupil contract
- Suspension from specific lessons
- Suspension from school for a specified number of days