



MANCHESTER
ISLAMIC
GRAMMAR SCHOOL
FOR GIRLS
FAITH • LEARNING • LIFE

BEHAVIOUR POLICY

Document Control

This policy has been approved for operation within:	Manchester Islamic Grammar School for Girls
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Owner	MIGSG

Aims:

The aims of this policy are:

- To ensure good order and discipline is maintained throughout the School;
- To promote good behaviour;
- To ensure that all interested parties (staff, students and parents/carers) are aware of the School expectations concerning conduct
- To ensure that every student is able to benefit from the education on offer and make a full contribution to the life of the School

School Code of Conduct (See also document "School Code of Conduct – General Principles")

Our code of conduct is designed to promote the safety and well-being of the whole school community, its reputation, and for the protection of school property and the wider environment. It applies to all age groups and at all times when a student is at school, participating in an off-site activity, representing the School at an event, wearing school uniform or travelling to or from School. It may also, where appropriate, be applied when students are away from school premises, whether or not they are engaged in school activities, for example, during weekends and holidays, if their behaviour at such times brings the name of the School into disrepute.

Students are expected to know and understand the School Code of Conduct and the specific school rules (see appendix at the end of this policy). We also ask parents to familiarise themselves with these so that they can support their daughters in developing good habits. The specific school rules will be amended from time to time and reinforced at assemblies, in Tutor periods and on other appropriate occasions.

We are committed to treating all our students and their parents fairly and with consideration and we expect them to reciprocate. We are also committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our students can enjoy and benefit from the educational and other opportunities we provide. We also expect our students to treat members of staff with courtesy and co-operation so that they can learn in a relaxed, but orderly, atmosphere.

In addition, parents/carers have an important role in supporting the School in maintaining high standards of behaviour. It is essential that the school and parents/carers have consistent expectations of behaviour and that they co-operate closely.

Rewards

The School takes the view that rewards are more effective than punishment in motivating students, and is committed to promoting and rewarding good behaviour. Our rewards and sanctions system applies to all students equally and seeks to create and reinforce positive relationships based on mutual respect. It is applied fairly so that:

- all students are motivated to seek praise and reward;
- sanctions are both consistent and proportionate, and
- it is clearly understood and valued by staff, students and parents.

Students receive merits for effort in their work, quality of work, general attitude and helpfulness, and these are recorded in the homework diary. Once students have accumulated a number of merits, these can be "cashed in" for rewards of different values depending on the number of merits achieved – 20, 50, 100, and 150+.

Individual and Form reward certificates and prizes are distributed in a special assembly at the end of each term. They are issued for the following achievements:

- Form with the highest number of merits per term in Year 7, Years 8 and 9, Years 10 and 11

- Form with the lowest number of demerits per term in Year 7, Years 8 and 9, Years 10 and 11
- Students with the highest number of merits per term in each form
- Students with 100% attendance
- Students with no warnings in the term/ whole year
- Head of Year Award presented to one student in each year group per term, who has for whatever reason particularly impressed her Head of Year

Sanctions

A system of sanctions complements the system of rewards. Sanctions should be imposed for breaches of school rules. They should be fair, reasonable and consistent with this policy. They should never be humiliating, degrading, inappropriate or disproportionate. Any sanction imposed on a student will take account of any disability, special educational need or specific learning difficulty, in keeping with the Equality Act (2010). Where misbehaviour by a student raises concerns over a child's safety and welfare, such concerns will be dealt with in accordance with the School's Safeguarding Policy.

The aim of any sanctions system should always be to improve students' overall behaviour and help them learn from their mistakes. In some circumstances, alongside an appropriate sanction, a student may need additional support and guidance from the School's pastoral system, to promote reflection and help her to develop resilience.

All teachers are authorised to impose sanctions as set out in the Code of Conduct below. Other sanctions may be applied as and when appropriate, including:

- Loss of free time at break and over lunch
- Supervised work over lunch or after school
- Withdrawal from a school event or trip

Warnings are issued for the first occasion of a misdemeanour, such as failure to hand homework in on time, arriving late to school/lessons, talking at inappropriate times in class, forgetting equipment, etc. These are listed in the homework diary. Any repeat of the misdemeanour will result in a demerit, also recorded in the homework diary. If a student receives five demerits she is required to attend an after school detention from 3.25pm – 4.15pm.

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

- Daily monitoring report card
- Suspension from specific lessons
- Internal suspension
- Suspension from school for a specified number of days
- Behaviour contract
- Permanent exclusion

Corporal punishment is never used and never threatened.

Detention Procedure

Parents will be notified in writing at least 24 hours in advance of the detention (except in the case of 15 minute detentions given as a result of persistent lack of punctuality.) If a student is absent on the day of a detention, the detention will be rearranged. If she is in school but fails to attend a notified detention, it will be rearranged and doubled, meaning that she will then have to attend on two separate occasions.

Suspension

Serious or repeated breaches of the school's behaviour policy may lead to a student being suspended either internally or externally for a fixed period of time.

Internal suspensions will require a student to attend school, but to work separately from her class.

External suspension will require a student to remain at home.

Following suspension, a student may be placed on a behaviour contract. Failure to comply with the terms of this contract may lead to permanent exclusion.

Permanent exclusion from school (See Permanent Exclusion policy)

Permanent exclusion is defined as immediate dismissal from the school. It is recognised that exclusion may stigmatise a student and the school makes every effort to deal with behaviour issues in other ways. However, exclusion will be considered as a sanction if it has been reasonably well established that a student is guilty of serious misconduct, including but not limited to any of the following:

- use of or possession of weapons or other illegal items (see "Searching, screening and confiscation" policy for list of prohibited items)
- substance abuse
- drug dealing
- serious threats of and/or actual violence
- serious or persistent bullying
- arson/vandalism of school property
- persistent and serious breaches of the school behaviour policy
- where the school believes that a student's presence in the school represents a serious threat to others
- use of inappropriate language or serious misbehaviour towards a staff member or visitors to school
- theft
- truancy
- any other conduct that damages the reputation of the school, including posts on social media

School Rules

The following is an extract from the student homework diary, and lists the sanctions applicable in different circumstances. This list is not exhaustive and is subject to change as and when the School deems necessary.

APPENDIX CODE OF CONDUCT

If you do not follow the school rules, sanctions will be applied as laid out below:

IF YOU DO THIS...	...THIS WILL HAPPEN
Arrive late to school	<i>Per term:</i> First Occasion: Warning Further occasions: Demerit More than five occasions: Demerit plus same day 15 minute detention
Arrive late to registration, lessons, prayer or non-prayer sessions Forget books, equipment, locker key or planner (including at registration, assembly and non-prayer sessions) Forget homework Forget PE kit	<i>Per term:</i> First Occasion: Warning Further occasions: Demerit <i>Notes:</i> <i>If you forget your locker key you must see Mrs Smart to get your locker opened</i> <i>If you forget your PE kit, you will be given clean kit to wear that lesson, so that you can participate.</i>
Copy homework/ Plagiarise homework from the internet	Demerit. Homework must be redone.
Allow others to copy your homework	Demerit.
Do homework, or any work, for a different subject in a lesson	Demerit. <i>The homework will be confiscated and the teacher concerned will be informed- the homework must be completed again in your own time.</i>
Pass notes	Demerit. <i>Note will be confiscated and may be shown to Form Tutor, Head of Year, SLT, Head Teacher or parents. Other sanctions may apply depending on contents of the note.</i>
Disruptive talking in lessons after having been warned verbally	Demerit. <i>Further action might be taken if talking persists.</i>
Graffiti in/on books/ homework diary, clothing, marking on the body	Demerit, then detention if repeated. <i>Note: If the graffiti is excessive the book/diary will be confiscated and your parents and Head of Year will be informed. You will have to buy a new book/diary.</i>
Graffiti on walls, tables, school property	You must clean the graffiti. One to five demerits, or a more severe sanction, depending on extent/nature of graffiti.
Cancel demerits	5 demerits and therefore detention.
Take a demerit for another student	5 demerits and therefore detention for both students.

IF YOU DO THIS...	...THIS WILL HAPPEN
Add merits	5 demerits and therefore detention.
Lose/Rip out demerit page/warning/non prayer page of homework diary	5 demerits and therefore detention.
Use two homework diaries	5 demerits and therefore detention.
Lose your homework diary	Demerit each day you are without your diary. You will be given five school days to find the diary or buy a new one. You must ask your form tutor for a temporary diary to use during this time. Detention if you do not find/replace the diary within five days.
Forge parents' signature in homework diary or in notes to teachers	A minimum of five demerits, and therefore detention, but the sanction might be more severe in certain cases, e.g. repeated offence or depending on the nature of the information in the note/diary.
Incorrect uniform or uniform worn incorrectly, e.g. skirt rolled up, scarf not worn properly, heeled or fabric shoes, failure to remove outdoor wear on entry to classroom, removal of hijab whilst in public on journey to and from school, etc.	<i>Per term:</i> First occasion: Warning. Subsequent Occasions: Demerit, after school detention, sent home <i>You will be asked to rectify the situation by the next day (or immediately in the case of a uniform worn incorrectly)</i>
Wear or bring to school make-up or any make-up accessories, e.g. eyelash curlers Wear coloured contact lenses, false eyelashes, false nails, nail varnish or any similar item Artificially enhance features, e.g. curled eyelashes	Demerit and note in homework diary. You must remove the make-up/item immediately and make-up/accessories will be confiscated for a week Note: Occasional use of henna following an important celebration is permitted, providing it is of a traditional Islamic design. Transparent, circular spot stickers are allowed.
Wear jewellery (other than a watch), including badges, friendship bracelets, etc. (except those given by the school)	First occasion: Warning. The item will be confiscated until the end of the school day. Subsequent occasions: Demerit and item will be confiscated for one calendar month.
Wear piercings, including transparent studs (small single stud earrings are permitted).	First occasion: Demerit and you will be asked to remove the item immediately, even if the piercing is recent and regardless of whether or not removal will cause the hole to close up. Subsequent occasions/refusal to remove the item: You will be sent home. <i>Note – any new piercings should be carried out at the start of the summer holidays so that they can be removed when the school term starts.</i>

IF YOU DO THIS...	...THIS WILL HAPPEN
Use inappropriate language between students	First occasion: Warning, demerit or more severe sanction depending on the nature of the language and the circumstances.
Display a disrespectful attitude towards members of staff (including administrative staff / lunchtime supervisors)	Immediate referral to Head of Year, SLT or the Head Teacher. A severe sanction will be imposed.
Use inappropriate language towards a member of staff	Immediate referral to the SLT or the Head Teacher - a severe sanction will be imposed, which could include permanent exclusion.
Eat in class/on corridors	<p>Food/sweets will be confiscated.</p> <p>First Occasion: Warning in planner.</p> <p>Subsequent occasions: Demerit. You may be asked to pick up litter.</p> <p><i>Note: You may drink plain water only during lessons. Water must be in a clear plastic bottle.</i></p>
Bring to school/handle/ consume fizzy/energy drinks or other drinks/substances containing caffeine	<p>Five demerits and therefore detention</p> <p>Drink/Substance will be confiscated</p>
<p>Switch your mobile phone on at any time on school premises, including before 8.30am and after 3.25pm (or until you leave the building following an after school activity)</p> <p>Fail to hand in your mobile phone/earphones</p> <p>Bring electronic devices (including iwatches) to school. (Mobile phones and USBs are permitted)</p>	<p>First occasion: The phone/device including the sim card will be confiscated for a minimum of one week. This period will be extended if you refuse to hand the device over or engage in any argument with the member of staff dealing with the situation.</p> <p>Subsequent occasions: Confiscation period will be one month or longer.</p> <p><i>The phone/device must be collected from school by the parents, unless they contact a member of staff personally to request that the phone be given back to the student.</i></p> <p><i>Ear phones must be handed in with the mobile phone. You are not permitted to wear earphones at any time on the school premises.</i></p>
Take photographs/video in school at any time	A severe sanction will be imposed, depending on the nature of the photographs/video, and where and when they were taken.
Take photographs/videos or any images of staff (including screenshots) without their permission	A severe sanction will be imposed, which could include internal, fixed term or permanent exclusion
Place images of staff on social media or share such images, even on private groups	A severe sanction will be imposed, which could include internal, fixed term or permanent exclusion

IF YOU DO THIS...	...THIS WILL HAPPEN
Take photos of students when they are not wearing hijab, or in bedrooms on residential trips	A severe sanction will be imposed, which could include internal suspension, fixed term or permanent exclusion.
Take photos of others without their permission	A severe sanction will be imposed
Post images of yourself or other students in uniform (or otherwise identifiable as MIGSG students) on social media	A severe sanction will be imposed, which could include internal suspension, fixed term or permanent exclusion.
Allow yourself to be photographed or filmed by another student during school time or inappropriately at a school event/trip	A severe sanction will be imposed, depending on the nature of the photographs/video, and where and when they were taken.
Bring aerosols/perfume sprays into school	Demerit. Aerosol/spray will be confiscated.
Bring banned items to school, e.g. knives, blades, weapons, alcohol, drugs, tobacco related products including electronic cigarettes (vapes), stolen items, fireworks, matches or any other inflammable items, water pistols, novelty items such as slime	Immediate referral to the SLT or the Head Teacher. May lead to exclusion depending on the severity of the offence.
Fail to hand in medication (including paracetamol)	Demerit plus medication will be confiscated until the end of the day.
Share medication	A severe sanction will be imposed
Chewing gum - bring in or eat in school	Five demerits and therefore detention Chewing gum will be confiscated
Participate in a water fight or any associated action	5 demerits and therefore detention.
Loiter in toilets during registration/lessons/prayer time	Demerit, detention or more severe sanction, depending on the length of time. <i>Please note: You must not ask to go to the toilet during lesson time, unless you have a medical condition – use break and lunchtime for this.</i>
Accompany others students on their personal errands during lesson time without permission from the teacher	Demerit, detention or more severe sanction, depending on the length of time you are not where you should be.

IF YOU DO THIS...	...THIS WILL HAPPEN
Buy and sell items in school	Parents will be informed. A severe sanction will be imposed. Items and money paid for them must be returned.
Cheat in exams	Student copying/cheating: 0% awarded, parents informed, after school detention or internal suspension depending on circumstances Other student(s) involved: Parents informed, after school detention.