



Behaviour for Learning Policy

Last Updated: September 2024

To Be Reviewed: September 2025

Context

At Al Risalah Trust Schools, our Behaviour for Learning Policy aims to:

- reflect the Muslim & British values of Al Risalah Trust Schools by promoting a culture based on achievement, care, and support.
- ensure high standards of behaviour both in and out of the classroom.
- ensure students show respect, courtesy, understanding and kindness in relation to others and not cause harm or distress to others through words or actions.
- create a positive and safe climate for learning so that all students can make progress.
- ensure students understand what is expected of them, are accountable for their behaviour and accept responsibility for their own conduct and to encourage students to respect one another.
- reward good behaviour and address unacceptable behaviour with consistency and fairness.

To achieve these aims Al Risalah Trust Schools staff will have a shared definition and expectation of good behaviour; they will be supported by clear systems to ensure they are skilled at managing and improving student behaviour consistently and fairly. All staff should reinforce our culture of respect by making explicit the desired standard of behaviour. Staff will address student concerns appropriately.

Equality of Treatment

The school will ensure that there is no differential application of the policy on any grounds, particularly ethnic or national origin, culture, religion, gender, disability, or sexuality. This will be regularly monitored. Please refer to School Equality Policy for further details.

Core Values

At Al Risalah Trust Schools, students are encouraged to uphold the welfare of others, with the opportunity to serve as a key strength of our community. Our Muslim values are woven throughout all aspects of school life, and the religious, spiritual, and moral development of students is central to everything we do. As Prophet Muhammad (Peace be Upon Him) said: *"The dearest to me amongst you is he who is the best of you in conduct."* (Bukhari).

Our core values are the foundation of our school. We take pride in building relationships and fostering connections by placing great emphasis on treating one another with kindness. Through our assemblies, day-to-day interactions, and the PHSE curriculum, we instil the values of equality, respect, integrity, tolerance, justice, and honesty in our students as we believe these values will support them through their lifelong journey.

Core Principles

We aim to encourage a belief in the power of learning and the value of education for all members of our school community. We have a passion for excellence and aim to instil a love of learning for all our students. All students are expected to display behaviours which show respect for their own learning and the learning of others. Our students are regularly reminded that poor behaviour impacts on their academic levels and on others around them. Every member of staff is expected to manage those students whose behaviour disrupts learning. We expect the highest standards of work and behaviour that will be recognised and rewarded; unacceptable behaviour will result in appropriate sanctions and intervention.

Core Strategies

At the start of each year, staff and students are reminded of the school's expectations for excellent behaviour and our systems for rewards and sanctions. These are signed by the students and placed in their student files.

Students will engage in their learning and remain on-task if all staff employ a range of strategies that include:

- having high expectations of every student, in every class
- praising good work and behaviour.
- applying classroom routines, sanctions, and rewards, consistently.
- recording and dealing with all incidents promptly.
- deploying a range of techniques and strategies to deal with behaviour in line with our code of conduct.
- using language that is mutually respectful.

Core Outcomes

All students must:

- respect themselves and others, speaking courteously to all members of the school community and beyond.
- respect the school environment.
- take responsibility for their actions.
- demonstrate high standards of behaviour at all times.
- arrive at school on time.
- wear the uniform correctly.
- promptly arrive at lessons making sure they are ready to learn and display positive

learning behaviours.

- move around school in an orderly manner, walking quietly on the left-hand side of corridors and stairways and holding the doors open for others.
- respect our neighbours and the wider British community.

Recognition of Achievement

All students thrive in an environment where achievement in its broadest sense is recognised and praised; ensuring students also understand that good behaviour is highly valued. Our online merit system, fortnightly Headteacher Awards; monthly Department Competition Awards; Value Badges and termly Award Ceremonies are in recognition of:

- Exceptional achievement/excellent work.
- Outstanding effort.
- Progress towards reaching a target.
- Positive attitude to learning.
- Positive manners and excellent etiquette/acts of kindness.
- 100% attendance and punctuality.
- Citizenship: participation in enrichment events, contribution to school life and community involvement.
- Active demonstration of school values.
- Excellent behaviour and early attendance during Salaah times.

At Al Risalah Trust Schools, we use a range of rewards to motivate our students including:

- Merits
- Gold Merits
- Department Certificates
- Head teacher Certificates
- Pin Badges: Excellence / Respect / Dignity / Community & Courage – may change linking to values.
- Gift Vouchers
- 'Money off trip' vouchers
- Attendance of our yearly Thorpe Park visit.
- Payment for the Thorpe Park visit.
- Trophies
- Pictures and a write up in our termly magazine.
- Verbal Praise
- Letters / Postcards / Golden Phone calls to parents praising achievements.

Prefects System

A prefect is a student leader chosen to represent the values and expectations of the school. Prefects are typically selected from among the older or more senior pupils who consistently demonstrate good behaviour, academic responsibility, and leadership skills. They are expected to be role models for their peers, embodying the school's core values such as respect, responsibility, and integrity.

Roles of a Prefect:

1. **Promote School Values:** Prefects are ambassadors of the school's ethos and principles, ensuring they act as exemplary role models both in and out of school.
2. **Maintain Discipline:** Prefects help maintain discipline by monitoring student behaviour during school hours, particularly during break times, in corridors, and at school events.
3. **Support Staff:** Prefects assist teachers and school staff by helping with tasks such as organizing events, leading assemblies, and supporting younger pupils when needed.
4. **Peer Mentorship:** Prefects often provide guidance and mentorship to younger students, helping them adapt to the school environment and offering advice on academic and personal issues.
5. **Represent the School:** Prefects represent the school at formal functions, open days, and other events, serving as spokespersons and assisting in welcoming visitors.
6. **Leadership Initiatives:** They may lead or participate in student-led initiatives such as school councils, charity drives, and extracurricular activities, promoting community involvement and leadership.

Selection Procedure:

To become a prefect, pupils must follow a formal application process. This typically involves expressing interest by writing an application letter to the headteacher. In the letter, the pupil outlines why they believe they are suited for the role and how they will contribute positively to the school community. The headteacher, sometimes in collaboration with other staff members, will review the applications and select students who exhibit the qualities and leadership potential necessary to fulfil the role.

Head & Deputy Head Prefects

- These are chosen democratically by all pupils and staff members.
- There is an application process, and those interested will have to provide a manifesto in an assembly to the whole school, outlining their talents and how they propose to improve the school – The voting process takes place after this.
- Their duties will involve ensuring that all prefects are carrying out their designated duties.
- They will assist the Head Teacher / Deputy Head Teacher when required.

Support and Intervention

Form Tutors at Al Risalah Trust Schools support student well-being and monitor behaviours that are a cause for concern. Those students who need help to ensure their behaviour is to our high standards will be supported by members of the Senior Leadership Team and may be placed on a Behaviour Report to provide positive targets for them to meet.

Class Code of Conduct

The Class Code of Conduct sets the standard of behaviour and expectations for all students to ensure a positive learning environment where everyone can achieve their best. It is essential that all students adhere to the guidelines below:

Conduct in Lessons

1. Line Up Quietly:

- Students must line up quietly outside the classroom before the lesson begins.

2. Enter and Prepare for Learning:

- Upon entering the classroom, stand silently behind your desk and remain standing until invited to sit by the member of staff leading the lesson, or unless you are advised otherwise.

3. Follow the Seating Plan:

- Sit in the seat assigned to you by your teacher according to the seating plan.

4. Silent Registration:

- Remain silent while the register is being taken to allow for an orderly start to the lesson.

5. Respectful Listening:

- Listen attentively and in silence when the teacher or any member of staff is speaking. This ensures that everyone can hear and learn effectively.

6. We are ready to REFLECT:

- In every class, our students REFLECT on their behaviour and academic work:
 - **R – Respect each other.**
 - **E – Engage in lessons.**
 - **F – Follow instructions.**
 - **L – Listen Attentively.**
 - **E – Expect to be challenged.**
 - **C – Continue to focus**
 - **T – Take responsibility for your learning.**

7. Work Hard Without Disruption:

- Put in your best effort without distracting others. Every student is entitled to learn in a calm and focused environment.

8. Eating and drinking in class: No eating or chewing of gum will be allowed during lesson during registration time. Water will be allowed at the discretion of teachers. No other drink is allowed.

Examples of Disruptive Behaviour (Refer to C slips system)

- **Shouting Out:** Speaking without being asked or interrupting others.
- **Talking While the Teacher Is Talking:** Not listening when the teacher is giving instructions or speaking to the class.
- **Talking During Silent Work:** Conversations when you have been asked to work in silence.
- **Turning Around:** Looking away or distracting others by turning around in your seat.
- **Lack of Focus:** Not paying attention to the task at hand or failing to follow instructions.

All students must respect these guidelines to maintain an effective learning environment. Repeated failure to comply will lead to appropriate consequences, as per the school's behaviour policy.

Sanctions

It is recognised that there may be times when a student does not adhere to the school's Behaviour for Learning policy. It is essential that students are informed as to the reason their

behaviour is not acceptable. Subsequent sanctions may include:

- Withdrawal of privileges either permanent or short – term
- Removal from class - depending on severity of disruption and taken to the 'Reflection Hub.'
- Letter / Phone call home
- Meeting with parent / guardian

Al Risalah staff will follow the PIP (Praise in Public) and RIP (Reprimand in Private) model (which we call the 'Whisper Correction.')

After sanctioning a pupil, a teacher/member of staff will make time to meet that pupil immediately after that lesson or during break/lunch so that the sanction can be clearly explained, and any misunderstanding cleared. To ensure children and staff develop mutually respectful relationships it is important that sanctions are not so extreme as to damage relationships. It is also important that children do not feel humiliated by a sanction - they should have some understanding as to why the sanction has been carried out and that it is in line with school policy.

Detentions

At Al Risalah Trust Schools, detentions are an important aspect of our behaviour management system. They serve as a consequence for failing to meet the school's expectations and aim to correct behaviour while promoting self-discipline. There are three types of detentions, each tailored to address specific issues, and a "Get Out of Detention Card" system in place to reward consistent positive behaviour.

Detention for Lateness - Pupils who are late to school without a valid reason will be required to serve a **30-minute detention** after school. A text message will be sent to the parent on the same day to inform them of the detention.

2. Detention for Disruption Inside the Classroom - Pupils who exhibit disruptive behaviour during lesson time, such as talking out of turn, failing to follow instructions, or disturbing others, will receive a detention. This detention is organised by the subject teacher and will take place either during **break** or **lunch time**. The goal is to address and correct the behaviour promptly and ensure that learning time is respected by all students. Pupils who display disruptive behaviour are to be given a 'Whisper Correction'. This is a discreet positive action step to fix the disruptive behaviour without causing undue embarrassment to the pupil. If the pupil continues to display a disruptive behaviour despite the whisper correction, they will receive a detention the same day. If they fail to correct their behaviour for a third time within a single lesson, the pupil will be referred to the 'Reflection Hub'.

If a pupil fails to turn up for detention without a valid reason, they will be referred to the 'Reflection Hub' the next day.

Persistent disruptive behaviours may lead to suspension/permanent exclusion.

3. Detention for Disruptive Behaviour Outside the Classroom - Pupils who demonstrate disruptive behaviour outside of class, such as in the corridors, during transitions between lessons, or at break and lunch times, will be issued a detention. A **C slip** will be given by a staff member to note the behaviour. The detention will be held after school for **30 minutes to an hour, depending on the infringement**. Parents will be informed via a text message. In more serious cases, a phone call will be made to explain the reason for the detention, in detail. **There must be clear staff presence in corridors and around stairways during transitions and at the start of break and lunch. This will ensure that movement around the school is smooth, safe, and incident less. All teachers are expected to come out of their classes at these times and assist SLT with behaviour management. Teachers must accompany their form class/subject class down for assembly/Salaah times.**

Serious Incidents

- In the case of serious behavioural incidents, more severe sanctions may apply, including extended detentions or additional disciplinary action. Parents will always be contacted via phone for a detailed explanation in the case of a serious incident.

Positive Monitoring Behaviour Report Card

- Pupils who attain 10 or more C – Slips in a month, will be put on a Behaviour Report.
- Parents will be called to explain the procedure and the reason for their child being put on Report.
- Parents and Form Tutors will check and sign the Report daily so that they are fully informed of the pupil's behaviour.

Non-Negotiables

In the classroom, there are some actions which are non-negotiable, and will result in a pupil being immediately sent out of class to the Reflection Hub:

- Talking back to the teacher
- Becoming aggressive
- Bringing the teacher's respect and integrity into disrepute.

These incidents will be thoroughly investigated, and sanctions will be applied appropriately. These types of incidents could also lead to external suspension.

The 'C Slip System' – The 'C' stands for Consequence.

What does the term consequence mean at Al Risalah Trust Schools?

The 'C Slip' system was introduced at the start of the 2016/17 year. It was a result of feedback from both students, staff, and parents. OFSTED also commented that we needed a policy which reflected that Behaviour for Learning also takes account of homework, quality of work and concentration levels in class. The objective of the 'C' system is to:

- Identify students who need behavioural support.
- Identify students who need rewarding.
- Produce clear evidence as to the overall picture of behaviour throughout the school.
- Identify teachers needing support.
- Make it easy for students and staff to understand that behaviour 'X' leads to sanction 'Y.'

The rewards we offer were strengthened at the same time to ensure a good balance of both sanctions and rewards.

The 'C Slip' system makes behaviour everyone's responsibility as all staff, including Admin and Maintenance staff are involved. Form Tutors and Heads of Department play a central role in supporting their colleagues.

If a referral makes its way to the Head teacher, it will only be because a suspension or other exclusion has been recommended.

All slips are recorded on spreadsheets (currently) on a month-by-month basis. This provides a very accurate snapshot of any student, any year group at any time. All data is available to all staff on the Staff Share network, Behaviour Tracker folder. This information is of great help when deciding whether a student needs a further sanction. It is also used to reward students and year groups:

- Each month a class which receives the least amount of C – Slips is given the title 'Class of the Month'. The winning class receives a certificate, a floating trophy and pizza.
- Each month students who have no 'C slips' are rewarded with a Get-out-of-O-Detention card. This card could be used to get out of any detention that was given to them for an infringement outside class.
- Any student receiving no 'C slips' in a whole term receive our 'Excellence' pin badge.

Parents are provided with a summary of their child's 'C slips' on Parents Evening.

Sanctions Not Permitted

As a school, we believe in fostering an environment that supports the well-being and positive development of all students. The following sanctions are not permitted by any member of staff, as we believe they are not effective and can have a negative impact on a pupil's well-being:

- The issuing of whole class detentions unless prior permission has been obtained from the Headteacher/Deputy.
- The issuing of detentions lasting longer than 45 minutes without permission from the Headteacher/Deputy.
- Making students sit or stand facing walls - this is absolutely forbidden.
- 'Shouting' at students unless trying to protect a student or students from harm.
- Sending children out of class other than for excessive disruptive behaviour or for non-negotiables.
- Embarrassing or humiliating students, especially in front of others.

We are committed to using restorative and supportive approaches to discipline, focusing on helping students learn from their mistakes in a constructive manner. Our aim is to promote positive behaviour and personal growth, ensuring that all students feel respected and valued within our community.

Suspension and Exclusion

As a school, we wish to support our students and decisions to suspend or exclude are not taken lightly. If a student's action warrants suspension or exclusion this will be done in consultation with SLT, ensuring that clear evidence is available. Please refer to the school Exclusion Policy.

There are certain occasions when a suspension will not need consultation such as fighting or leaving the premises without permission, as these are health and safety infringements.

Decisions can be appealed; please refer to the Complaints Policy.

Please refer to the Suspension and Exclusions Policy for further explanation.

Anti-Bullying

For our students to feel and be safe they need to be supported and protected from the impact of bullying. Al Risalah Trust Schools also acknowledges its duties and responsibilities under the 2006 Education and Inspections Act, The Equality Act 2010 and the Children Act 1989. These place a duty on all schools to have measures to encourage good behaviour and prevent all forms of bullying amongst students.

Please refer to the School's Anti-Bullying Policy.

Behaviour beyond the school

Students who breach the school's Behaviour for Learning Policy whilst on Al Risalah Trust Schools business such as trips and journeys, sports fixtures, or a work experience placement, will be dealt with in the same manner as if the incident had taken place at the school.

For incidents that take place outside the school and not on Al Risalah Trust Schools, business, this policy will still take effect if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole.

This includes behaviour in the immediate vicinity of the school or on a journey to and from the school. Other relevant factors include whether the student is wearing school uniform or is in some other way identifiable as a student at the school and whether the behaviour could adversely affect the reputation of the school.

For acts of aggression which threaten the health and safety of others, the school reserves the right to involve the police. Equally, if the school considers that the behaviour might be linked to a young person suffering, or being likely to suffer significant harm, safeguarding procedures may be applied as required.

Screening and searching students

The school acknowledges its duties and responsibilities under the Education Acts of 1996 and 2011, Education and Inspections Act 2006 and Health and Safety at Work 1974 in respect of screening and searching students.

Al Risalah Trust Schools staff have the authority to search students' clothing, bags or lockers without consent for any banned item where they reasonably believe that pupils are in possession of any of the items listed below:

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen or missing items
- Tobacco and cigarette papers, including cigarettes and vapes.
- Fireworks
- Pornographic images
- Any item that has been used or is likely to be used to commit an offence or cause personal injury or damage to another person or property.
- Any item that could disrupt the classroom e.g., mobile phone, iPods etc.

This process will be governed by internal procedures and will only be undertaken by designated staff. As above, the school may give due regard to police involvement or initiating safeguarding processes.

Any of the above-named items can be confiscated. Further items which are also banned may be confiscated and returned at the end of the academic year, including jewellery and non-uniform items of clothing e.g., hoodies.

Extent of the Search

When a search is required, there must be two members of staff present. The first member of staff conducting the search **must be the same sex** as the student being searched and must be a member of the Senior Leadership Team or Form Tutor (if the search takes place off site, the Trip Leader is authorised to search students).

The second member of staff acts as a witness. The member of staff leading the search must provide a statement of the search and the reasons for it for future reference.

Staff are not authorised to conduct an 'intimate search' which requires the removal of non-outdoor clothing. The Police must be contacted if an intimate search is required.

The Use of Reasonable Force

Al Risalah Trust Schools acknowledges its duties and responsibilities under the 2006 Education and Inspections Act in which all school staff members have a legal power to use reasonable force to prevent students committing a criminal offence, injuring themselves or others, or damaging property and to maintain good order and discipline amongst students.

It should be noted that staff cannot be directed or required to intervene but will be supported where reasonable force is deemed appropriate.

Malicious Accusations Against School Staff

Al Risalah Trust Schools recognises that there may be occasions when a student justifiably needs to raise issues about the actions of a member of staff and has procedures for dealing with concerns. However, where the allegation is clearly one of malicious intent or fabrication, Al Risalah Trust Schools will give due regard to the most appropriate disciplinary sanction to be taken, which may include temporary or permanent exclusion, as well as referral to the police if there are grounds for believing a criminal offence may have been committed. The school will also take seriously the inappropriate use of technologies including mobile and social networking sites which are targeted at members of staff.

Active Involvement of Parents/Carers

Al Risalah Trust Schools believes in the benefits of working in close co-operation with parents/carers and of the rights and desirability of parents being actively involved in the education of their child. The school will seek actively to involve parents/carers on behaviour for learning issues and will ensure that they know what is expected of their child. Approaches will include:

- Phone calls
- Meetings
- Letters
- Supporting students on reports.
- Student Planners which allow for two-way communication
- Follow up & routine communication.
- Parents/carers are welcome to approach the school for informal or formal discussions about their child's education/behaviour with Form Tutor's/Subject Teachers.

The School's Commitment to Staff Development

The school recognises that staff, especially unqualified staff, will need CPD regarding

behaviour management. Training will take place at the start of the year. Staff classroom management effectiveness will then be monitored through regular classroom visits and observations by the Head teacher and Heads of Department. The CPD library maintains almost a complete collection of the latest behaviour management professional development books and the website has many classroom- management related resources.

Related Policies

- Equality Policy
- Anti-Bullying
- Safeguarding Policy
- Exclusion Policy

Removal to the 'Reflection Hub'

Full Name: _____

Year Group: _____

Subject: _____

Date: _____

Reason for being sent to the 'Reflection Hub':

For SLT to follow up:

- 1st time in a week - Phone home to notify parents.
- 2nd time in a week – Phone home and letter.
- 3 in a week will result in meeting with parents regarding behaviour and academic progress.
- Keep track of the amount of times pupil sent out to 'Reflection Hub'.
- File this notification
- A continuous pattern of misbehaviour will result in suspension / exclusion.

AL RISALAH SCHOOL - MISDEMEANORS AND THEIR CONSEQUENCES – BEHAVIOUR IS OUR COLLECTIVE RESPONSIBILITY

'Whisper Correction'	<ol style="list-style-type: none"> Talking during silent time. Not on task. Disruptions such as laughter, silly comments to disrupt lesson, noises, etc. 	<p>Step 1: Whisper Correction</p> <p>Step 2: Detention if disruption continues.</p> <p>Step 3: Sent to Reflection Hub if disruption continues after step 2.</p>
C1 - During Lesson (including form time and cover lessons)	<ol style="list-style-type: none"> Talking back to a member of staff (rudeness). Refusal to comply with an instruction or task. No homework, no equipment / no PE kit / incorrect uniform. Constant talking in lessons. Eating / chewing gum / drinking water (teacher discretion). No other drink allowed. Late to lesson. 	<p>Action Taken – Detention by Teacher</p> <ul style="list-style-type: none"> Teacher issues a detention within school time (10-30 minutes at break or lunch) C4 recorded in Behaviour Tracker If detention is missed, the time is increased and a phone call to parents.
C2 - During Lesson (including form time and cover lessons)	<ol style="list-style-type: none"> Failure to respond to C1 above. Persistent lack of effort in class, persistent lack of homework (2 or more). Leaving the class without permission/ walking away from a staff member while they are talking, throwing objects around the class, noises. Inappropriate language, name calling, possession of unsafe or inappropriate items. Lying, dishonesty, stealing, cheating. 	<p>Action Taken – Investigation by SLT</p> <ul style="list-style-type: none"> C2 slip issued to SLT. Behaviour Lead will look at evidence and decide consequence. Phone call to parents.
C10 - Outside Lesson (Including outside the building)	<ol style="list-style-type: none"> Failure to comply to staff instructions at break, lunch and during lesson transitions. Going to out-of- bounds area, loitering at the beginning or end of lesson. Running in the corridors, study area, on the stairs, top of stairs, play-fighting. Jummah, Assembly & Qur'aan disruption, Salaah misbehaviour, toilet & wudhu area disruption. Inappropriate language Eating / chewing gum / drinking (during lesson time, but outside class). 	<p>Action Taken – Detention after School</p> <ul style="list-style-type: none"> Member of staff issues a C slip for 30-45 mins after school. If detention is missed, the time increases, and a phone call is made to parents.
C20 - Outside Lesson (Including outside the building)	<ol style="list-style-type: none"> Failure to respond to C10 above. Deliberately missing an issued detention after reminders. Misbehaviour outside school on the way to and back from school. Bringing the school into disrepute Walking away from a member of staff / consistent disrespect of instructions issued. Eating / chewing gum / drinking, despite being told to stop. Inappropriate language, name calling, possession of prohibited items. Lying, dishonesty, stealing, cheating 	<p>Action Taken – Investigation by SLT</p> <ul style="list-style-type: none"> C20 slip issued to SLT. Behaviour Lead will look at evidence and decide consequence. Phone call to parents.
C3	<ol style="list-style-type: none"> Failure to respond to C2 or C20. Bullying a pupil/ prejudice behaviour/ racist language or behaviour. Intimidating a pupil or member of staff in person, online or phone. Inappropriate sexual behaviour, verbal abuse, online activity. Leaving the school building without permission or damage to school property. Phones not handed in. 	<p>Action Taken – Investigation by SLT</p> <ul style="list-style-type: none"> C20 slip issued to SLT and phone call to parents. Behaviour Lead will look at evidence and decide consequence. Internal/External Suspension/ Exclusion. Loss of smart phone privilege.
C4	<ol style="list-style-type: none"> Persistent failure to comply with School Disciplinary Policy Putting a member of staff at risk Violent conduct (provoked, unprovoked, premeditated or arranged) against staff or students. Persistent bullying Putting the health and safety of the school community at risk (inside or outside school) 	<p>Action Taken – Investigation by SLT</p> <ul style="list-style-type: none"> Fixed term exclusion Managed move Permanent exclusion

Al Risalah Whisper Correction Step 2 and 3

Name: _____

Year group:_____ **Issue Date :**_____

Detention Date : _____ **Time:** _____

Teacher Issuing: _____ **Place:** _____

Whisper Correction

- ☐ Talking during silent time
- ☐ Not on task
- ☐ Disruptions such as laughter, silly comments to disrupt lesson, noises, etc

Al Risalah Consequence Slip - Outside Lesson

Name: _____

Year group: _____ **Issue Date :** _____

Detention Date : _____ **Time:** _____

Teacher Issuing: _____ **Place:** _____

Reasons for behaviour

- ☐ Failure to comply to staff instructions at break, lunch and during lesson transitions.
- ☐ Going to out-of- bounds area, loitering at the end of lesson.
- ☐ Running in the corridors, study area, on the stairs, top of stairs, play-fighting.
- ☐ Jummah, Assembly & Qur'aan disruption, Salaah misbehaviour, toilet & wudhu area disruption.
- ☐ Inappropriate language
- ☐ Eating / chewing gum / drinking (during lesson time, but outside class).

C10

Al Risalah Consequence Slip - Outside Lesson

Name: _____

Year group: _____ Issue Date : _____

Detention Date : _____ Time: _____

Teacher Issuing: _____ Place: _____

Reasons for behaviour

- ☐ Failure to respond to C1O above.
- ☐ Deliberately missing an issued detention after reminders.
- ☐ Misbehaviour outside school on the way to and back from school.
- ☐ Bringing the school into disrepute
- ☐ Walking away from a member of staff / consistent disrespect of instructions issued.
- ☐ Eating / chewing gum / drinking, despite being told to stop.
- ☐ Inappropriate language, name calling, possession of prohibited items.
- ☐ Lying, dishonesty, stealing, cheating

C20

Al Risalah Consequence Slip - Outside Lesson

Name: _____

Year group: _____ **Issue Date :** _____

Detention Date : _____ **Time:** _____

Teacher Issuing: _____ **Place:** _____

Reasons for behaviour

- ☐ Failure to respond to C2 or C20.
- ☐ Bullying a pupil/ prejudice behaviour/ racist language or behaviour.
- ☐ Intimidating a pupil or member of staff in person, online or phone.
- ☐ Inappropriate sexual behaviour, verbal abuse, online activity.
- ☐ Leaving the school building without permission or damage to school property.
- ☐ Phones not handed in

C3

Al Risalah Consequence Slip - Outside Lesson

Name: _____

Year group:_____ **Issue Date :**_____

Detention Date : _____ **Time:** _____

Teacher Issuing: _____ **Place:** _____

Reasons for behaviour

- ☐ Persistent failure to comply with School Disciplinary Policy
- ☐ Putting a member of staff at risk
- ☐ Violent conduct (provoked, unprovoked, premeditated or arranged) against staff or students.
- ☐ Persistent bullying
- ☐ Putting the health and safety of the school community at risk (inside or outside school)

C4

Al Risalah Consequence Slip -

Name: _____

Year group:_____ **Issue Date :**_____

Detention Date : _____ **Time:** _____

Teacher Issuing: _____ **Place:** _____

Reasons for behaviour

C _____

Rewards Grid



Work Hard & Behave well - May you be abundantly rewarded!



During Lessons (Including Form time and Cover Lessons)		Outside Lessons & Outside School	
ACTION	Students conducting themselves as expected; e.g. good concentration, listening to instructions and completing all work. In Form Time; consistent punctuality, consistently correct uniform, acts of kindness, leadership and team working skills.	ACTION	Any behaviour that is commendable in the ethos of Al Risalah but not substantial enough for a certificate or merit to be given. Actions include: holding a door open for a member of staff or fellow students; helping voluntarily with Administration work or with the work of teachers; demonstrating good manners.
R1	VERBAL PRAISE FROM TEACHER + Phone call home.	R1	VERBAL PRAISE FROM STAFF
ACTION	Good quality work produced; improving work (based on previous feedback); excellent one off piece of work. Continuously sustained good contributions through a lesson or lessons. High level of effort.	ACTION	Helping staff by giving up own time; e.g. doing litter picking at break time; excellent uniform; demonstrating leadership or team work. Supporting the school community through working in the Library / Administration / Around the School / At Events.
R2	MERIT WITH CODE ISSUED BY TEACHER THROUGHOUT THE TERMS	R2	Certificate and Material Rewards at Rewards Ceremony. End of each term.
ACTION	Accumulation of 10 merits in one subject. BONUS ACHIEVEMENT POINTS: Form Tutors can issue a bonus of 10 Merit Points at any time throughout the year for acts of kindness; thoughtfulness; uniform; punctuality.	ACTION	Exceptional work experience / aiding of staff / aiding of peers outside of the classroom.
R3	CERTIFICATE & POINTS ISSUED BY TEACHER THROUGHOUT THE TERMS	R3	CONGRATULATORY NOTE home to parents
Action	Accumulation of 70 merit points and logged onto Carrot Rewards BONUS ACHIEVEMENT POINTS: Students achieving 100% attendance and punctuality to school will receive an award of 35 merit points (TERMLY AWARD)	ACTION	Participation in extra-curricular/ volunteering based activities on a regular basis. Each Form Tutor to nominate TWO students per term. No 'C' Slips for a half- term period either inside or outside of the classroom.
R4	Choice to select £10 shopping voucher; £10 Credit off trips. These are handed out EACH MONTH.	R4	COMMUNITY PRAISE LETTER sent home to parents. Get out of one 'O' Detention free Card which can be used throughout the year (Non- Transferable)
ACTION	Consistently good to excellent work throughout a one month period. Consistently good to excellent behaviour throughout a one month period. Consistently good contributions in class throughout a one month period. Helping out other than work experience in Administration. Subject Leader Badge Awards / Anti- Bullying Badge Award / Digital Leader Badge Award	R5 ACTION	Leading or playing a major role in charity work either at school or out of school. Continuing to volunteer on a regular basis in order to help improve the lives of others. Selflessly striving to improve the lives of others. Each Form Tutor to nominate TWO students at the end of EACH TERM. Coming 1st, 2nd or 3rd in any Department Competition (Department Competitions take place each month and are awarded at the end of each term).
R5	Merit Book Name Recorded. Head teacher Recognition Certificate presented at Assembly. This takes place EACH MONTH. Get out of One 'O' Detention free card.	R5	Award of Community Pin Badge. Certificate in Recognition of Charitable work handed out at Celebration Ceremony by Head teacher. Department Prize; Cup; Certificates.
Action	Class with fewest C Slips over a 4 week period / An Individual who has no 'C' Slips recorded at the end of the school year. Students with at least good behaviour records throughout the year.		
R6	Whole Class Pizza/ Chocolate Award (AWARDED MONTHLY) / Thorpe Park Trip Automatically Paid for (AWARDED YEARLY). Thorpe Park Trip.		
Action & R7	Students consistently demonstrating they meet the school's core values of Respect; Dignity; Honesty; Courage; Excellence; Excellence in Prayer. Students with 100% Attendance or Punctuality. Students showing consistently good character. NOTE: Pin Badge Awards are rewarded consistently throughout the year with 'Chocolate Days Award'. Students reading the most library books per school year = £10 Book Token and certificate. Students consistently achieving excellence in one or more subjects = Certificate at Awards Ceremony		
R7	Value Pin Badge Award (TERMLY- At Celebration Ceremony). Attendance /Punctuality Certificate. Good Character Certificate. (Handed out TERMLY at Celebration Ceremony)		

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F FOLLOW INSTRUCTIONS

L LISTEN ATTENTIVELY

E EXPECT TO BE CHALLENGED

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